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ABSTRACT

Produced in response to a school board's directive to develop a plan for implementing a standardized curriculum in the basic subjects on a district-wide basis, this instructional packet is intended for use by teachers of a course in functional basic English skills for eleventh grade students. The packet contains preparatory sheets, activity sheets, evaluation sheets, and answer keys for teaching various basic writing skills. Among the skills covered are (1) writing grammatically correct sentences, (2) creating appropriate headings for groups of words and phrases, (3) organizing paragraphs, (4) writing process statements, (5) composing classified advertisements, (6) completing application forms, (7) spelling, and (8) punctuation. (FL)

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FUNCTIONAL BASIC SKILLS

ENGLISH-11

Instructional Mini-Packet, Writing Standards

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WRITING STANDARD--A

The student will compose grammatically correct sentences.

A-1: Write complex declarative sentences using appropriate English word order.

WRITING STANDARD A-1 – PREPARATORY SHEET 1

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

TEACHER DIRECTED

I. The three basic forms of sentences are:

A. **SIMPLE SENTENCE** – a sentence with one independent clause and no subordinate clause.

A sentence may have compound subjects, compound verbs, or both and still remain a simple sentence.

Examples: **Maria sings.** (simple sentence)
Maria and Tom sing. (simple sentence with compound subject)
Maria sings and dances. (simple sentence with compound verb)
Maria and Tom sing and dance. (simple sentence with compound subject and compound verb)

B. **COMPOUND SENTENCE** – a sentence composed of two or more independent clauses but no subordinate clauses.

The clauses in a compound sentence are joined together by a comma and a coordinating conjunction (and, but, or), a semicolon and a conjunctive adverb (therefore, however, consequently, etc.), or a semicolon alone.

Example: Robert hit a home run, and the team won the game.

Notice that a subject and verb must be on each side of the connecting device.

C. **COMPLEX SENTENCE** – a sentence containing one independent clause and one or more subordinate clauses.

CLAUSE – a group of words that contains a verb and its subject and is used as part of a sentence.

II. Kinds of clauses are:

A. **INDEPENDENT (OR MAIN) CLAUSE** – a clause that makes complete sense by itself.

B. **SUBORDINATE (OR DEPENDENT) CLAUSE** – a clause that does not make complete sense by itself.

WRITING STANDARD A-1 – PREPARATORY SHEET 1

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

(Cont.)

Example: After I left the party, (subordinate clause) the fun began. (independent clause)

III. Subordinate clauses used as modifiers:

A. **ADJECTIVE CLAUSE** – a subordinate clause used as an adjective to modify a noun or pronoun.

Example: The package that I bought is on the table. (adjective clause modifying the noun package)

Adjective clauses are usually introduced by the pronouns who, whom, whose, which, and that.

An adjective clause always follows the noun or pronoun it modifies.

B. **ADVERB CLAUSE** – a subordinate clause that modifies a verb, an adjective, or an adverb.

Example: If I go to the meeting tonight, I will miss my favorite television program (adverb clause modifying the verb will miss)

Adverb clauses are introduced by subordinating conjunctions.

Common subordinating conjunctions:

after
although
as
because
before
if
since
so that
unless
until
when
whenever
where
wherever
while

When an adverb clause comes before the main clause in a sentence, it is followed by a comma.

Example: Since it is raining, I will stay home. (comma needed)
I will stay home since it is raining. (no comma needed)

The words that introduce adjective and adverb clauses are sometime referred to as clause signals. Any sentence can be made into a subordinate clause by adding a clause signal to it.

Example: I went to the store. (sentence)
When I went to the store (subordinate clause)

WRITING STANDARD A-1 – PREPARATORY SHEET 1

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER.

(Cont.)

A complex sentence can be made from two simple sentences by adding a clause signal to one of the simple sentences. Sometimes a slight change in wording is necessary.

Example: It is raining outside.
Let's forget about the picnic.
Since it is raining outside, let's forget the picnic.

WRITING STANDARD A-1 – ACTIVITY 1

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

DIRECTIONS: Turn the following clauses into complex sentences by adding another clause to each. Write the answer on your own paper. Refer to the preparatory sheet for assistance.

1. The street was flooded
2. Unless he gets a job
3. The plants will grow very large
4. Whenever I ask him to help me
5. She never studies
6. I'll buy a sailboat
7. If you stop nagging
8. Which the papers printed
9. I have an aunt
10. Unless you turn in your report
11. Because no one lives there
12. that I gave my mother
13. who was telling the story
14. Since the expense is too great
15. When a helicopter hovers overhead

WRITING STANDARD A-1 – ACTIVITY 2

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE WORD ORDER

DIRECTIONS: **Read the sentences below and indicate by a yes or no which sentences contain subordinate clauses. Write the answer on your own paper. Refer to the preparatory sheet for assistance.**

1. Some people who are very poor in material things act as if they owned the world.
2. In the tree by the side of the road sat a bald eagle, one of America's most majestic birds.
3. While I can understand despair, I cannot understand the sane and willful taking of one's life.
4. I do not know if I shall always be as happy as I am right now.
5. When the phone rang, I ran to the kitchen to answer it.
6. The team, after losing the last ten games, still managed to have good spirits.
7. Each team member tried his best to be cheerful and yet to work hard.
8. The dress that my mother gave to me for Christmas is very beautiful.
9. The yearbook, which sells for $10.00, was purchased by hundreds of students.
10. My mother suffers from migraine headaches, especially when my uncle comes to live with us.
11. In addition, the problem of financing the dance is yet to be solved.
12. An individual should always try to see the other fellow's point of view.
13. That man has always supported our party's candidates without question.
14. With almost all the dining room and kitchen work being done by students, the restaurant was able to offer meals at a reduced price.
15. Respect, trust, financial standing, social position - all were wiped out overnight.
16. I visited his home in Salt Lake City last summer and saw the famous copper mines which were just a few miles north of Tooele.
17. Cranshaw who had served four years in the Army had saved some money so that he could attend college.
18. We failed to make money in spite of our most earnest efforts.
19. Joaquin was voted the best player of any in the tournament.
20. Unlike most of the lakes here, the water is milky because the lake is fed by a glacier.

WRITING STANDARD A-1 – ACTIVITY 3

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

DIRECTIONS: Pick out the subordinate (dependent) clause in each of the sentences below. Write this clause on your own paper. Refer to the preparatory sheet for assistance.

1. The package arrived late because someone made a mistake.
2. You may go with us if you wish.
3. I do not know the girl who spoke to me.
4. This is the sweater that Theodora gave me.
5. I slept soundly until the telephone rang.
6. When the rain stopped, we finished the game.
7. The shirt that I ordered was sent to Alaska.
8. I will call you when I have finished my work.
9. The game was canceled because the snow was too deep.
10. When the catcher dropped the ball, the game was lost.
11. The students who were standing in the rear left early.
12. You may not leave the room until the bell rings.
13. She conducts a class for people who read slowly.
14. He is a good student who has never received a failing grade.
15. Although they miss their old friends, they are happy in Florida.

WRITING STANDARD A-1 – ACTIVITY 4

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

DIRECTIONS: **Each of the sentences below contains an italicized subordinate clause. Identify the word(s) being modified by the clause. Write the words on your own paper. Refer to the preparatory sheet for assistance.**

1. Canada is a modern nation *whose history is closely related to ours.*
2. Lief Ericson, *who led his men bravely*, landed in 1000 A.D. on the Canadian shore.
3. *After others heard of the Canadian wealth of furs*, they came to trade.
4. Most people live in southern Canada *because the climate is favorable.*
5. I will help you with your homework *since I do not have to be home until six o'clock.*
6. The odor *that came from the cafeteria* promised us pizza for lunch.
7. *If you want to pass this class*, you must study.
8. The financial reports *which were in the newspaper* forecasted doom.
9. The robbery occurred *while I was out for the evening.*
10. *Whenever I plan to go to the beach* it rains.

WRITING STANDARD A-1 – ACTIVITY 5

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER

DIRECTIONS: Write 10 complex declarative sentences. Be sure to use correct punctuation.

ACTIVITY ANSWER KEY

A-1 — Writing Standard

Activity 1

Answers will vary

Activity 2

1) yes 2) no 3) yes 4) yes 5) yes 6) no
7) no 8) yes 9) yes 10) yes 11) no 12) no
13) no 14) no 15) no 16) yes 17) yes 18) no
19) no 20) yes

Activity 3

1) because someone made a mistake 2) if you wish 3) who spoke to me
4) that Theodora gave me 5) until the telephone rang 6) when the rain stopped
7) that I ordered 8) when I have finished my work 9) because the snow was too
deep 10) when the catcher dropped the ball 11) who were standing in the rear
12) until the bell rings 13) who read slowly 14) who has never received a failing
grade 15) although they miss their old friends

Activity 4

1) nation 2) Lief Ericson 3) came 4) live 5) will help

6) odor 7) must study 8) reports 9) occurred 10) rains

Activity 5

Answers will vary

WRITING STANDARD A-1 – EVALUATION I

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER.

DIRECTIONS: **Identify the complex declarative sentence in each group below. Write the letter of the correct answer on your own paper.**

1. A. Absolutely everyone in town came.

   B. By answering correctly, the student won the award.

   C. Students given awards must be present for pictures.

   D. Because he answered the questions correctly, the student was given free passes to the performance.

2. A. The principal declared the shopping center off limits.

   B. A basketball player who does well during the season can earn a scholarship.

   C. The gym is refurbished and will be ready in a month.

   D. Gifted fashion designers make a lot of money.

3. A. The husband may have felt angry about the tax.

   B. That sailor is calm during an emergency.

   C. Jacob raised his hand since he knew the answer.

   D. The weather has been mild since last week.

4. A. Congressional approval of the action came quickly.

   B. Florida highways are often made partially from ancient shells.

   C. The Random House Dictionary contained an excellent definition of the word.

   D. The mother waited in the emergency room while her son was being examined for injury.

5. A. The motor of that Gremlin purrs beautifully.

   B. The rotary press made America a nation of readers.

   C. The President sent the Congress his annual State of the Union message.

   D. The man whose horse was stolen is here now.

WRITING STANDARD A-1 – EVALUATION II

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE ENGLISH WORD ORDER.

DIRECTIONS: Identify the complex declarative sentence in each group below. Write the letter of the correct answer on your own paper.

1. A. Bordeauf is a center of the wine - shipping trade of France.
   B. Wherever he goes, he must keep in constant contact with his office.
   C. The student refused to be concerned with the small details.
   D. After the prom, we went to Linda's party.

2. A. Several different people reported the accident to the police.
   B. I firmly believe in the rights of all men.
   C. Before the order can be filled, accurate information must be given.
   D. The child's mother promised to bring him a present from Disney World.

3. A. He will not receive the training he needs unless he attends vocational school.
   B. The children always have a good time at their grandmother's house.
   C. The whole family went to the museum the day before Christmas.
   D. Many people like to ski in the Alps during the winter season.

4. A. The judge listened attentively to the testimony of the witness.
   B. The man whose horse was stolen is here now.
   C. A college education requires a lot of hard work.
   D. There are a great many beautiful cathedrals in Europe.

5. A. The annual Golden Gloves Tournaments are among the most popular boxing events in the United States.
   B. I do well in school, but my sister does even better.
   C. In some stone quarries today, rocks are loosened by freezing water in rock crevices.
   D. Because I do not have enough money, I will not be able to go to Europe next year.

WRITING STANDARD A-1 – EVALUATION III

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE WORD ORDER.

A. DIRECTIONS: **Combine the following simple sentences to make a complex sentence. Be sure to use correct punctuation. Write the sentences on your own paper.**

1. They left before the end of the movie. The movie was second rate.
2. I listened in class. I could not answer the question.
3. The woman did not show up. She was to babysit for me.
4. The ambulance went screaming past. We were waiting for the bus.
5. Several of my friends admired the dress. I wore it to the party.

B. DIRECTIONS: **Write five original complex declarative sentences on your own paper. Be sure to use correct punctuation.**

WRITING STANDARD A-1 – EVALUATION IV

WRITE COMPLEX DECLARATIVE SENTENCES USING APPROPRIATE WORD ORDER.

A. DIRECTIONS: **Combine the following simple sentences to make a complex sentence. Be sure to use correct punctuation. Write the sentences on your own paper.**

1. Susan is having a test. The test is on punctuation.
2. My father is particular about his car. He keeps it in the garage.
3. The girl is Robert's sister. I took her out last night.
4. You need to borrow ten dollars. I will lend it to you.
5. I exercised a lot yesterday. I am not stiff and sore today.

B. DIRECTIONS: **Write five complex declarative sentences on your own paper. Be sure to use correct punctuation.**

EVALUATION ANSWER KEY

A-1 – Writing Standard

Evaluation I

1) d 2) b 3) c 4) d 5) d

Evaluation II

1) b 2) c 3) a 4) b 5) d

Evaluation III

Answers will vary

Evaluation IV

Answers will vary

WRITING STANDARD--B

The student will organize objects and information into logical groupings and orders.

B-2: Write appropriate headings for groups of words and phrases.

WRITING STANDARD B-2 – PREPARATORY SHEET 1

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

A. When a group of similar things are combined together we can label them with a common heading.

Example: Ford, Plymouth, Chevrolet, Buick and Volkswagon : **Kinds of Cars**

To arrive at a common heading ask what each of the terms have in common.

Examples: Tim, John, David, Mike and Bob : **Boys names**

dog, cat, bird, hamster: **Kinds of Pets**

Alabama, Florida, Massachuetts, Virginia: **States of the U.S.**

B. Write five items that would be appropriate under each of the following headings.

1. Cities in Florida **2. Holidays** **3. Hospital Equipment** **4. Winter Clothes**

WRITING STANDARD B-2 – ACTIVITY 1

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: Choose the letter of the item in each group below that is general enough to include or summarize all the other items. Write the answers on your own paper.

1. a. sofa
   b. chair
   c. bed
   d. table
   e. stool
   f. furniture

2. a. oak
   b. elm
   c. pine
   d. tree
   e. hickory
   f. maple

3. a. diagramming sentences
   b. studying English
   c. making book reports
   d. reading short stories
   e. writing paragraphs
   f. learning grammar rules

4. a. bus
   b. plane
   c. means of transportation
   d. car
   e. trains
   f. bike

5. a. It is easier to park
   b. It usually requires less gas.
   c. Repair bills are generally lower
   d. A small car has many advantages over a large one
   e. License tags are less expensive

6. a. pencils
   b. ruler
   c. paper
   d. eraser
   e. school bag
   f. school supplies

7. a. packing the suitcase
   b. cancelling the paper
   c. watering the plants
   d. trip preparations
   e. putting the dog in a kennel
   f. stopping the mail

8. a. tennis
   b. football
   c. sports
   d. baseball
   e. soccer
   f. handball

9. a. taking a shower
   b. shining your shoes
   c. getting ready for an important date
   d. combing your hair
   e. making sure your best suit is pressed
   f. shaving

10. a. Other guests were the governor of Idaho and the governor of Washington
    b. Even Lady Bowen, the wife of the founder of scouting, attended.
    c. Throughout the entire Jamboree the scouts were visited by famous celebrities
    d. Even the President of the United States was there and spoke on nine different occasions
    e. Lieutenant Commander Scott Carpenter gave a demonstration on flying at one campfire, and during the rest of the Jamboree he worked at the archery range.

WRITING STANDARD B-2 – ACTIVITY 2

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: Choose an appropriate heading for each group of words or phrases and write the heading on your own paper.

1.
   a. dogs
   b. elephants
   c. lions
   d. horses
   e. monkeys

2.
   a. typewriter
   b. desk
   c. telephone
   d. file cabinet
   e. memo pad

3.
   a. plow
   b. barn
   c. tractor
   d. seeds
   e. fertilizer

4.
   a. touching
   b. hearing
   c. seeing
   d. smelling
   e. tasting

5.
   a. going to the movies
   b. playing cards
   c. watching T.V.
   d. eating out
   e. playing tennis

6.
   a. house
   b. mobile home
   c. apartment
   d. condominium
   e. cottage

7.
   a. steering wheel
   b. trunk
   c. dashboard
   d. gearshift
   e. windshield wipers

8.
   a. monopoly
   b. Sorry
   c. Trouble
   d. Pay Day
   e. Clue

9.
   a. teacher
   b. plumber
   c. dentist
   d. salesperson
   e. secretary

10.
   a. books
   b. billboards
   c. menus
   d. greeting cards
   e. magazines

WRITING STANDARD B-2 – ACTIVITY 3

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: **Below are 10 groups of like terms. Write an appropriate heading for each on your own paper.**

A.
1. raking leaves
2. doing dishes
3. mowing lawn
4. emptying garbage
5. making beds

B.
1. blackboard
2. desks
3. teacher
4. chalk
5. students

C.
1. iron
2. hair dryer
3. stove
4. T.V.
5. waterheater

D.
1. bicycle
2. skates
3. car
4. wagon
5. pulley

E.
1. radio
2. lecture
3. T.V.
4. stereo
5. concert

F.
1. glossary
2. pages
3. contents
4. index
5. cover

G.
1. towel
2. suntan lotion
3. sand toys
4. lunch
5. umbrella

H.
1. pen
2. finger
3. stone
4. chalk
5. pencil

I.
1. hammer
2. saw
3. wrench
4. file
5. screwdriver

J.
1. traffic
2. stores
3. crowded sidewalks
4. taxis
5. tall buildings

WRITING STANDARD B-2 – ACTIVITY 4

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: The following words or phrases may be grouped under four-individual topics. Separate the words into four groups, write a heading for each group.

1. tennis
2. jacket
3. corn
4. bed
5. socks
6. table
7. baseball
8. shirt
9. milk
10. chair
11. pants
12. basketball
13. ketchup
14. belt
15. lamp
16. paper towels
17. bowling
18. dog food
19. desk
20. golf

ACTIVITY ANSWER KEY

B-2 – Writing Standard

Activity 1

1) f 2) d 3) b 4) c 5) d
6) f 7) d 8) c 9) c 10) c

Activity 2 (Answers may vary)

1) circus animals
2) things in an office
3) things on a farm
4) senses
5) kinds of entertainment
6) things to live in
7) parts of a car
8) kinds of games
9) kinds of jobs
10) things you read

Activity 3 (Answers may vary)

A jobs around the house
B things found in an school
C things that use electricity
D things that have wheels
E things you listen to
F parts of a book
G things you take to the beach
H things you write with
I kinds of tools
J things in the city

Activity 4

Sports played using a ball: tennis, baseball, basketball, bowling, golf

Items bought in a grocery store: corn, milk, paper towels, ketchup, dog food

Things you wear: socks, jacket, shirt, pants, belt

Furniture: table, chair, lamp, desk, bed

WRITING STANDARD B-2 – EVALUATION I

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: Choose the word(s) that completes each sentence. Mark the letter of the correct answer on your own paper.

1. Teaspoon, tablespoon, recipe and spatula are all examples of:

   a. cooking terms
   b. measuring terms
   c. sewing terms
   d. housekeeping terms

2. Choir, quartet, soprano and trio are all examples of:

   a. art terms
   b. poetry terms
   c. literary terms
   d. musical terms

3. Wrenches, pliers, screws, and hammers are all examples of:

   a. industries
   b. tools
   c. methods
   d. techniques

4. Books, filmstrips, magazines and newspapers are all examples of:

   a. paper products
   b. instructional materials
   c. printed materials
   d. household goods

5. Cotton, wool, denim and silk are all examples of:

   a. garments
   b. clothes
   c. dresses
   d. cloths

WRITING STANDARD B-2 – EVALUATION II

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: For each list of specifics, write a general term which summarizes the list. Use your own paper.

1. boat
   train
   plane ____________________
   car
   bus

2. French
   English
   Spanish ____________________
   Japanese
   Italian

3. washing the dishes after dinner
   sweeping off the sidewalk
   making my bed ____________________
   helping Dad mow the lawn
   scrubbing the back porch

4. Dade
   Broward
   Palm Beach ____________________
   Martin
   Okeechobee

5. Trick or Treat
   Masks
   Costumes ____________________
   Candy
   Haunted Houses

WRITING STANDARD B-2 – EVALUATION III

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: Identify the appropriate heading for each group of words below. Put the letter that goes with the heading on your own paper.

Column I

1. laborer
concrete
architect
electrician

2. canvas
corduroy
denim
burlap

3. oasis
cape
plateau
lagoon

4. awning
parasol
hide
veneer

5. congregation
clan
staff
squad

Column II

A. Coverings
B. Materials
C. Used in construction
D. Groups of people
E. Land and water forms

WRITING STANDARD B-2 – EVALUATION IV

WRITE APPROPRIATE HEADINGS FOR GROUPS OF WORDS AND PHRASES

DIRECTIONS: Identify the appropriate heading for each group of words below. Put the letter that goes with the heading on your own paper.

Column I

1. fraction
   segment
   portion
   morsel

2. frown
   sneer
   smirk
   laugh

3. glare
   squint
   glimpse
   stare

4. lately
   early
   soon
   currently

5. sizzling
   fiery
   tepid
   simmering

Column II

A. Tells when
B. Facial expressions
C. action of the eyes
D. concerning heat
E. a piece of something

EVALUATION
ANSWER
KEY

B-2 — Writing Standard

Evaluation I

1) a 2) d 3) b 4) b 5) d

Evaluation II (Answers may vary)

1) means of transportation 2) languages
3) chores around the house 4) Florida Counties
5) Halloween

Evaluation III

1) c 2) b 3) e 4) a 5) d

Evlaution IV

1) e 2) b 3) c 4) a 5) d

B-3: Organize information for a report under appropriate headings.

WRITING STANDARD B-3 – PREPARATORY SHEET 1
ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

TEACHER DIRECTED

This skill enables students to classify words and phrases under specific headings in preparation for writing reports.

Possible Teaching Strategy

Have students list the words below under the appropriate headings.

A. Transportation B. Games and Sports C. Used Car Terms

1. tennis
2. mileage
3. snowmobile
4. taxi cab
5. ping-pong
6. automobile
7. hide and seek
8. reconditioned
9. speed boat
10. trade-in

A. Transportation	B. Games and Sports	C. Used Car Terms
3. snowmobile	5. ping-pong	2. mileage
4. taxi cab	7. hide and seek	8. reconditioned
6. automobile	1. tennis	10. trade-in
9. speed boat		

Ask students to write a one page report on one of the above topics.

WRITING STANDARD B-3 – ACTIVITY 1

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: **The words or phrases listed below belong under one of the headings given on your paper. Write the headings and the words or phrases that go with each. Some words do not belong under any heading.**

HEADINGS:
A. Sport terms
B. Methods for moving from one place to another
C. Occupations requiring a college degree
D. Steps in planning a vacation

1. swinging from a vine
2. optometrist
3. fifteen yard penalty
4. love
5. sleeping late
6. stopping mail
7. crawling
8. accountant
9. choosing means of transportation
10. clipping
11. playing tennis
12. foul ball
13. buying bait
14. construction worker
15. riding a horse
16. flying
17. choosing dates
18. dentist
19. checking the car
20. presidents of the U.S.
21. teacher
22. watching the football game
23. looking at travel folders
24. salesperson
25. free throw
26. skipping
27. strike
28. facing off
29. alley
30. double dribbling
31. making room reservations
32. hole in one
33. looking at vacation pictures
34. being carried
35. high school coach
36. getting road maps
37. pumping up a football
38. buyer
39. unpacking the suitcase
40. electrician

WRITING STANDARD B-3 – ACTIVITY 2

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: **Write the headings below on your paper. Under each heading write five words or phrases that are appropriate.**

A. Terms Used in Baseball

B. Supplies Used by an Artist

C. Nationally Known Tourist Attractions

D. Things Made of Wood

E. Things Found in a Sewing Basket

F. Acts Found in a Circus

WRITING STANDARD B-3 – ACTIVITY 3

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: Write these headings on your paper: *Science Fiction* and *Horror Stories*. Write the words below under the appropriate headings. After you have completed this task write a one page report on one of the above topics incorporating appropriate words and phrases.

1. witches
2. future
3. orbit
4. dungeon
5. Ray Bradbury
6. rocket ships
7. frighten
8. Frankenstein
9. Star Wars
10. Darth Vadar
11. Buck Rogers
12. interplanetary
13. monsters
14. robots
15. torture chambers
16. space flight
17. coffin
18. goblins
19. Dracula
20. Edgar Allen Poe

WRITING STANDARD B-3 – ACTIVITY 4

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: Write the following headings on your paper: A. *States of the U.S.* B. *Nationalities*, and C. *Oceans and Seas*. Write words listed below under the appropriate heading. After you have completed this task use an encyclopedia to write a one-page report on one of the above topics.

1. Alabama
2. Mediterranean
3. Chinese
4. Maine
5. Pacific
6. English
7. Baltic
8. Massachusetts
9. Swedish
10. Red
11. Italian
12. Florida
13. Canadian
14. Polish
15. Minnesota
16. Mississippi
17. Swiss
18. Arctic
19. Japanese
20. North
21. Russian
22. New Hampshire
23. Nevada
24. Caribbean
25. Illinois
26. French
27. Oklahoma
28. German
29. Atlantic
30. Hawaii
31. Norwegian
32. Greek
33. Colorado
34. Danish
35. Spanish
36. Georgia
37. Alaska
38. African
39. Virginia
40. Tennessee

ACTIVITY ANSWER KEY

B-3 — Writing Standard

Activity 1

A. 4, 10, 12, 25, 27, 28, 29, 30, 32, 35
B. 1, 7, 15, 16, 26, 34
C. 2, 8, 18, 21, 38
D. 6, 9, 17, 19, 23, 31, 36

Activity 2

Answers will vary

Activity 3

Science Fiction: 2. future;3. orbit; 5. Ray Bradbury; 6. rocket ships; 9. Star Wars; 10. Darth Vader; 11. Buck Rogers; 12. interplanetary; 14. robots; 16. space flight

Horror Stories: 1. witches; 4. dungeon; 7. frighten; 8. Frankenstein; 13. monsters; 15. torture chambers; 17. coffin; 18. goblins; 19. Dracula; 20. Edgar Allen Poe

Activity 4

States of the U.S.: Alabama, Maine, Massachusetts, Florida, Minnesota, Mississippi, New Hampshire, Nevada, Illinois, Oklahoma, Hawaii, Colorado, Georgia, Alaska, Virginia, Tennessee

Nationalities: Chinese, English, Swedish, Italian, Canadian, Polish, Swiss, Japanese, Russian, French, German, Norwegian, Greek, Danish, Spanish

Oceans and Seas: Mediterranean, Pacific, Baltic, Red, Arctic, North, Caribbean, Atlantic, Black

WRITING STANDARD B-3 – EVALUATION I

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: **Write the following headings on your paper: A.** ***State Capitals*****, B.** ***States*** **and C.** ***Countries*****. Write the words listed under the appropriate heading.**

Argentina

Boston

Pennsylvania

Mexico

Des Moines

Canada

Columbus

Delaware

Tallahassee

Denmark

Indiana

Lincoln

New Jersey

Kansas

Honolulu

Frankfort

Maryland

Hartford

Atlanta

United States

WRITING STANDARD B-3 – EVALUATION II

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: Write the following headings on your paper: A. ***Unpleasant Emotions,*** **B.** ***Admirable Qualities.*** **Write the words below under the appropriate heading.**

1. thoughtfulness
2. patience
3. kindness
4. exhausted
5. pleasantness
6. worried
7. honesty
8. afraid
9. sincerity
10. helpless
11. friendliness
12. politeness
13. honorable
14. uncomfortable
15. intelligence
16. sympathetic
17. bored
18. scared
19. common sense
20. reliability

WRITING STANDARD B-3 – EVALUATION III

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: Choose the *correct* headings and lists from the samples given below. Write the letter of each correct grouping on your paper.

A. Sports Played with a Ball

- golf
- bowling
- hockey
- football

B. Kinds of cars

- Toyota
- Buick
- Ford
- Chevrolet

C. Things That Have Keys

- safe
- piano
- typewriter
- jewelry box

D. Officers

- captain
- major
- army
- corporal

E. Zoo Animals

- giraffe
- elephant
- dog
- rhinoceros

F. Places to Get Food

- restaurant
- lunchroom
- supermarket
- dinner

G. Places to Live

- castle
- street
- apartment
- house

H. Moving Water

- waves
- fountain
- rapids
- current

I. Bad Weather

- showers
- tornado
- fair
- gales

J. Jewelry

- ring
- pin
- pierced ears
- bracelet

K. The Old West

- pony express
- frontier
- oxen
- outlaws

L. School

- attendance
- principal
- custodian
- instruction

WRITING STANDARD B-3 – EVALUATION IV

ORGANIZE INFORMATION FOR A REPORT UNDER APPROPRIATE HEADINGS

DIRECTIONS: Choose the word that correctly fits each heading. Write the letter of the correct answer on your own paper.

1. Kinds of Boats
    barge
    sailboat
    freighter

    a. fast
    b. motor boat
    c. big
    d. water

2. Basketball
    jump shot
    court
    dribbling

    a. strike
    b. down
    c. foul shot
    d. tee

3. National Holidays
    Fourth of July
    Labor Day
    Veteran's Day

    a. Arbor Day
    b. Valentine's Day
    c. Teacher's Work Day
    d. Thanksgiving

4. Kinds of Guns
    revolver
    shot gun
    B B gun

    a. gunpower
    b. rifle
    c. bullet
    d. holster

5. Fall sport terms
    tackle
    cleats
    huddle

    a. strike
    b. bases
    c. homerun
    d. yardline

EVALUATION ANSWER KEY

B-3 — Writing Standard

Evaluation I

State Capitals: Boston, Des Moines, Columbus, Tallahassee, Lincoln, Honolulu, Frankfort, Hartford, Atlanta

States: Pennsylvania, Delaware, Indiana, New Jersey, Kansas, Maryland

Countries: Argentina, Mexico, Canada, Denmark, United States

Evaluation II

Emotions: exhausted, worried, afraid, helpless, uncomfortable, bored, scared

Admirable Qualities: patience, kindness, honesty, friendliness, politeness, intelligence, common sense, sincerity, reliability, thoughtfulness, pleasantness

Evaluation III

B, C, H, K, L

Evaluation IV

1) b 2) c 3) d 4) b 5) d

B-4: Order, subordinate, or classify information before writing.

WRITING STANDARD B-4 – PREPARATORY SHEET 1

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

TEACHER DIRECTED

EXPLANATION:

As soon as you have chosen and limited your subject and have decided upon your purpose, make a list of your ideas. Write them down rapidly as they come to you, without worrying too much about their value or where you would include them. Now you need to order, subordinate, or clarify the information before you begin to write. There are an unlimited number of ways in which effective communication can be organized. Here are some of the most common and simple methods.

1. *Chronological order:* Arrangement in the order of when the events happened, next came that, and finally this happened. Other topics also fall into a chronological pattern; for example: morning, noon, night, or childhood, youth, maturity.

2. *Spatial order:* Arrangement by describing where objects or people are located. You might describe a person beginning with the head and working down. You might describe a painting or an accident you witnessed by describing what you see from right to left.

3. *Logical order:* Arrangement by starting with the most convincing argument and ending with the weakest. An evaluation of an automobile can be made by arranging the writing into two parts–the good points and the bad points. A description can be organized to first mention the most important features and work toward the least important.

4. *Psychological order:* Communication can be arranged to keep the reader or listener curious, excited, puzzled, in suspense, shocked, or entertained.

WRITING STANDARD B-4 – PREPARATORY SHEET 1

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

(Cont.)

DIRECTIONS: In the following groups there is one item that does not belong; cross out that item. Then, on the line above the list, write a word that tells the topic of all of the items remaining on the list.

A. ________________

chocolate cream
pie butterscotch sundae
strawberry short cake
macaroni and cheese
spice cup cakes

B. ________________

Ohio
Detroit
Oregon
Florida
Massachusetts

C. ________________

goalie
wrestling
track and field
hockey
basketball

D. ________________

pigeon
cardinal
eagle
robin
nest

E. ________________

Venus
Mars
Earth
Rome
Mercury

ANSWERS:

A. *deserts*

chocolate cream pie
butterscotch sundae
strawberry short cake
~~macaroni and cheese~~
spice cupcakes

B. *states*

Ohio
~~Detroit~~
Oregon
Florida
Massachusetts

C. *sports*

~~goalie~~
wrestling
track and field
hockey
basketball

D. *birds*

pigeon
cardinal
eagle
robin
~~nest~~

E. *planets*

Venus
Mars
Earth
~~Rome~~
Mercury

WRITING STANDARD B-4 – PREPARATORY SHEET 2

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

TEACHER DIRECTED

EXPLANATION:

Making an outline is the final step in planning your writing. It has the same relationship to the composition you will be writing as an architect's blueprint has to the finished building. You have already limited your topic and listed supporting details, crossing out those that have no real bearing on the purpose of your writing exercise. The easiest and best way to arrange ideas in a definite order is through an *outline.*

The purpose of your *outline* is to show all of the ideas and headings that will go in your written assignment in the order you will take them up and in the relation they have to each other.

There is a conventional form for outlines which you should learn to use. Observe these rules in making an *outline.*

1. Place the titles above the outline. It is not numbered or lettered.
2. Use Roman numerals for main topics. Subtopics are given capital letters, the Arabic numerals, then small letters, then Arabic numerals in parentheses. Study this outline form:

Correct *Outline* Form

I.
    A.
    B.
        1.
        2.
            a.
            b.
                (1)
                (2)
                    (a)
                    (b)
II. etc.

3. For each number or letter in an outline, there must be a topic.
4. There must always be, under any topic, more than one subtopic.
5. A subtopic must belong under the main topic beneath which it is placed. It must be closely related to the topic above it.
6. Indent subtopics. Indentions should be made so that all letters or numbers of the same kind will come directly under one another in a vertical line.
7. Begin each topic with a capital letter.

WRITING STANDARD B-4 – PREPARATORY SHEET 2

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

(Cont.)

DIRECTIONS: **Here are two outlines for a written assignment in favor of an ecology campaign. Choose the one you think is best organized according to some logical order.**

I. Our present environment
    A. Air pollution
    B. Water pollution
    C. Litter
II. What goverment can do
    A. New laws
    B. Better law enforcement
III. What individuals can do
    A. Recycling of water
    B. Conservation of enery
    C. Political action

1. Recycling
2. Litter
3. New laws
4. Present environment
5. Better law enforcement
6. Air pollution
7. Political action
8. Conservation of energy
9. What government can do
10. Water pollution
11. What individuals can do.

ANSWER:

Outline I is better. It is organized into three main topics. *Outline 2* is not planned according to any order of importance.

WRITING STANDARD B-4 – ACTIVITY 1

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: **The following is an outline for a short compositon. Several items have been omitted and are listed at the end of the outline. From these items pick the one you think best fits in each blank space.**

How to Prepare for a Test

I. Review the textbook.
   A. . . . .
   B. Don't try to reread the whole book.
      1. You can't remember all the details.
      2. . . . .

II. Review class notes.
   A. Think how they are related to the text.
   B. . . . .

III. Drill on material to be memorized.
   A. . . . .
   B. Get someone to test you.

IV. Get a good night's sleep.
   A. A sleepy student forgets things.
   B. . . . . . .

Choices:

Drill yourself.
A sleepy student is slow.
Make note of the points the teacher emphasized.
List the most important points in each chapter of the textbook.
You don't have enough time.

WRITING STANDARD B-4 – ACTIVITY 2

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: **In the outline below match the subtopics with the correct main topic. Write them in correct outline form.**

HOW TO STUDY

Main Topics

I. General conditions
II. Your mental attitude
III. Study devices

Subtopics

Quiet room, not too warm
Keeping your mind on your work
Depending on yourself
Using a dictionary
Regular schedule
Seeing purpose and value of lesson
Good light over left shoulder
Straight chair and table
Underlining or taking notes on important points
Working for complete mastery
Reviewing frequently

WRITING STANDARD B-4 – ACTIVITY 3
ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: Read the following paragraph, and complete the outline below.

Man's earliest tools were made from objects he found close at hand. Stones were used to crack nuts and grind grains. Shells and gourds were used for carrying water, holding food, and later, for cooking. A sharp-edged stone or shell, could cut meat, saw wood, or scrape hides for clothes. A sharp bone could bore a hole in a hide. A sturdy tree limb could serve as a lever to lift heavy objects. Man gradually improved these tools as he used them.

Fill in the outline below

I. Tools of ancient man
  A. ....
    1. ....
    2. ....
  B. ....
    1. ....
    2. ....
    3. ....
  C. ....
    1. ....
    2. ....
    3. ....
  D. ....
  E. ....

II. ....

WRITING STANDARD B-4 – ACTIVITY 4

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: The following outline is incomplete. Using the topics listed below the outline, fill in the blanks.

Our Science Club

I. Formation of club
  A. ....
  B. ....
  C. ....
    1. Campaigning for office
    2. ....
  D. Writing the club constitution

II. ....
  A. ....
    1. Government laboratories
    2. ....
  B. Projects
    1. ....
    2. ....
  C. Talks by eminent speakers
  D. ....

Topics:

Holding elections
Tours of laboratories
Recruiting members
Discussion of current scientific
  developments
Raising an ant colony
Choosing a name
Industrial laboratories
Electing Officers
Club activities
Studying a bacterial mold.

ACTIVITY ANSWER KEY

B-4 – Writing Standard

Activity 1

How to Prepare for a Test

I. Review the textbook
  A. List the most important points in each chapter of the textbook.
  B. Don't try to reread the whole book.
    1. You can't remember all the details.
    2. You don't have enough time.
II. Review class notes
  A. Think how they are related to the text
  B. Make note of the points the teacher emphasized
III. Drill on material to be memorized
  A. Drill yourself
  B. Get someone to test you.
IV. Get a good night's sleep
  A. A sleepy student forgets things
  B. A sleepy student is slow

Activity 2

How to Study

I. General conditions
  A. Regular schedule
  B. Quiet room, not too warm
  C. Straight chair and table
  D. Good light over left shoulder
II. Your mental attitude
  A. Seeing purpose and value of lesson
  B. Depending on yourself
  C. Keeping your mind on your work
  D. Working for complete mastery
III. Study devices
  A. Underlining or taking notes on important points
  B. Using a dictionary
  C. Reviewing frequently

ACTIVITY ANSWER KEY

B-4 – Writing Standard (Cont.)

Activity 3

Early Tools

- I. Tools of ancient man
  - A. Stones
    - 1. Used to crack nuts
    - 2. Used to grind grains
  - B. Shells and gourds
    - 1. Used for carrying water
    - 2. Used for holding food
    - 3. Used for cooking
  - C. Sharp-edged stone or shell
    - 1. Cut meat
    - 2. Saw wood
    - 3. Scrape hides for clothes
  - D. Sharp bone for boring holes in hides
  - E. Sturdy limb for lifting heavy objects

Activity 4

Our Science Club

- I. Formation of club
  - A. Choosing a name
  - B. Recruiting members
  - C. Holding elections
    - 1. Campaigning for office
    - 2. Electing officers
  - D. Writing the club constitution
- II. Club activities
  - A. Tours of laboratories
    - 1. Government laboratories
    - 2. Industrial laboratories
  - B. Projects
    - 1. Raising an ant colony
    - 2. Studying a bacterial mold
  - C. Talks by eminent speakers
  - D. Discussion of current scientific developments

WRITING STANDARD B-4 – EVALUATION I

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: The following are sample opinions *for* and *against* allowing students to leave the school building during their lunch hours and free periods. Each statement reflects the wishes of a large group. Organize the opinions according to which side each is on.

1. "People our age are perfectly capable of taking care of themselves. Any student who wishes to just get away from this building for a few minutes should be allowed to do so."

2. "If a student leaves the area of the school building and gets hurt, there will be no insurance coverage for the student. Accidents do happen."

3. "Some students live close enough to school to walk home for lunch, and it's not right to force them to stay. And if they get to leave, other students should be allowed to leave as well."

4. "School is a place of learning, not a prison. Why should students be locked up here when they aren't in class? Are teachers guards?"

5. "If students were allowed to roam free whenever they weren't supposed to be in class, half the school would disappear at noon."

6. "The school has a responsibility for each student's welfare from the moment the student walks in the door until the moment he or she leaves. If a student leaves the school area and is hurt, the school is blamed for not keeping an eye on him or her."

7. "Part of growing up is learning how to accept responsibility. If students want to leave the school building and don't have the responsibility of being in class, they should be allowed to leave. They are still responsible for returning on time, and they would be punished if they didn't."

8. "Students are given free periods for catching up with their studies, using the library, or other school-related activities. If they have no use for their free periods other than to leave the school, then they are abusing a privilege."

9. "There are stores in the vicinity of the school. If a student has a few errands to run, he or she should have the option of doing them during the day rather than after school."

10. "Local storekeepers don't want to have students loitering in their shops throughtout the day. If students were roaming around all day, these people might complain."

FOR: *AGAINST:*

WRITING STANDARD B-4 — EVALUATION II

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: The items in the unsorted list of ideas below can be grouped under the three main headings given before the list. On your paper, write these main headings, leaving several blank lines beneath each; then under each, list the topics which properly belong there. Number, letter, and arrange them in correct order and form.

Title — My Pet Peeves

Main Topics:

At home
At school
At parties

Subtopics:

Long assignments, especially on Friday
Homework
Bingo
Dull games
Musical chairs
Hearing "I told you so"
Going to bed early
Arguing about T.V. Channels
Preparing oral reports
Nagging hostesses
A show-off
Boring assembly programs

WRITING STANDARD B-4 – EVALUATION III

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: **Below are listed five main topics which should be arranged in outline form under the title of "*Characteristics of a Good Student.*" Assort the subtopics and sub-subtopics under the main topics in correct outline form.**

Main Topics:

- maintains courteous attitude
- obeys school rules
- keeps his locker in neat condition
- does his assignments promptly
- looks on going to school as a privilege

Subtopics:

- plans higher education
- stacks books neatly
- is considerate of lockermate
- in the halls
- toward his peers
- toward the teachers
- in the auditorium
- hangs wraps in place
- reads text
- does written work
- on the school grounds
- seeks further knowledge
- reviews work for testing
- in the gym
- in the classrooms

Sub-subtopics:

- in college
- by extra reading in class
- by research in the library
- in professional school
- in trade school
- is unselfish
- old friends
- avoids clutter
- new classmates
- helpful in class
- respectful in class

WRITING STANDARD B-4 – EVALUATION IV

ORDER, SUBORDINATE, OR CLARIFY INFORMATION BEFORE WRITING

DIRECTIONS: **Below are listed four main topics which should be arranged in outline form under the title "*Beginning a Stamp Collection.*" Assort the subtopics and sub-subtopics under the main topics in correct outline form.**

Main Topics:

- Reasons for collecting stamps
- Sources for the collector
- Stamp display
- Specialization

Subtopics:

- Procedure
- Pleasure
- Supplies
- Educational value
- Family mail
- Post office
- Hobby stores
- Stamp dealers

Sub-subtopics:

- Mounting in album
- Hinges
- Packets
- Learning locations of countries
- Appreciating beauty of stamps
- Removing from envelopes
- Fun of watching collection grow
- Approval sheets
- Album
- Tongs
- Learning about people and customs of foreign lands.

EVALUATION ANSWER KEY

B-4 – Writing Standard

Evaluation I

For: (1, 3, 4, 7, 9) Against: (2, 5, 6, 8, 10)

Evaluation II

My Pet Peeves

I. At home
    A. Hearing "I told you so"
    B. Arguing about TV channels
    C. Going to bed early
II. At school
    A. Boring assembly programs
    B. Homework
        1. Long assignments, especially on Friday
        2. Preparing oral reports
III. At parties
    A. Dull games
        1. Bingo
        2. Musical chairs
    B. A show-off
    C. Nagging hostesses

EVALUATION ANSWER KEY

B-4 – Writing Standard (Cont.)

Evaluation III

Characteristics of a Good Student

- I. Maintains courteous attitude
  - A. Toward his peers
    - 1. Old friends
    - 2. New classmates
  - B. Toward the teachers
    - 1. Helpful in class
    - 2. Respectful in class
- II. Obeys school rules
  - A. In the halls
  - B. In the auditorium
  - C. On the school grounds
  - D. In the gym
  - E. In the classrooms
- III. Keeps his locker in neat condition
  - A. Stacks books neatly
  - B. Is considerate of lockermate
    - 1. Is unselfish
    - 2. Avoids clutter
  - C. Hangs wraps in place
- IV. Does his assignments promptly
  - A. Reads text
  - B. Does written work
  - C. Reviews work for testing
- V. Looks on going to school as a privilege
  - A. Plans higher education
    - 1. In college
    - 2. In professional school
    - 3. In trade school
  - B. Seeks further knowledge
    - 1. By extra reading in class
    - 2. By research in the library

EVALUATION ANSWER KEY

B-4 – Writing Standard (Cont.)

Evaluation IV

Beginning a Stamp Collection

I. Reasons for stamp collecting
  A. Pleasure
    1. Fun of watching collections grow
    2. Appreciating beauty of stamps
  B. Educational value
    1. Learning about people and customs of foreign lands
    2. Learning locations of countries
II. Sources for the collector
  A. Family mail
  B. Post Office
  C. Hobby stores
  D. Stamp dealers
    1. Packets
    2. Approval sheets
III. Stamp display
  A. Supplies
    1. Album
    2. Hinges
    3. Tongs
  B. Procedure
    1. Removing from envelopes
    2. Mounting in album
IV. Specialization

WRITING STANDARD--C

The student will write a paragraph expressing ideas clearly.

C-5: Write a paragraph by giving information in support of one topic.

WRITING STANDARD C-5 – ACTIVITY 1

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

A. **DIRECTIONS: Write the letter of the words or phrases that do not belong under the heading given. Use your own paper.**

1) automobiles
   a) cadillac
   b) DC 10
   c) Plymouth
   d) Toyota
   e) Trailways
   f) Ford

2) fish
   a) trout
   b) mackerel
   c) salmon
   d) seal
   e) tuna
   f) sea gull

3) farm animals
   a) chickens
   b) pigs
   c) elephants
   d) horses
   e) cows
   f) robins

4) childrens' toys
   a) blocks
   b) stuffed animal
   c) doll house
   d) sister
   e) ping pong
   f) match box cars

5) family members
   a) cousin
   b) friend
   c) aunt
   d) neice
   e) landlord
   f) grandparent

6) kinds of fruit
   a) oranges
   b) pears
   c) corn
   d) apples
   e) squash
   f) grapes

7) parts of a house
   a) sidewalk
   b) roof
   c) windows
   d) living room
   e) dining room
   f) walls

8) garden tools
   a) lawn mower
   b) screwdriver
   c) rake
   d) hammer
   e) shovel
   f) wrench

9) first-aid supplies
   a) sterilized guaze
   b) gasoline
   c) iodine
   d) bandages
   e) adhesive tape
   f) toothpaste

10) placing a phone call
   a) saying good-by
   b) looking up the number
   c) picking up the receiver
   d) answering the phone
   e) dialing the number
   f) listening for the dial-tone

B. **DIRECTIONS: Choose one of the above topics and write a paragraph about it.**

WRITING STANDARD C-5 – ACTIVITY 2

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: Write the letter of the words or phrases that do not belong under the heading given. Use your own paper.. Choose one of the topics and write a paragraph using ideas listed.

1. Advantages of having a hobby
   a) It gives you something to do.
   b) My hobby is painting.
   c) Sometimes hobbies can be profitable.
   d) Many people do not have hobbies.
   e) Hobbies help you meet people with the same interests.
   f) Hobbies can give you confidence in yourself.

2. Advantages of living in an apartment
   a) An apartment is easier to take care of.
   b) Our apartment has five rooms.
   c) You have no lawn work.
   d) You have less responsibility.
   e) We use the elevator.
   f) Dogs are allowed.

3. Reasons for a shorter work week
   a) It would conserve energy.
   b) It would boost employee morale.
   c) The retirement age is 65.
   d) It cuts down on absenteeism.
   e) Our work day is from 8:00 until 4:00.
   f) It cuts down the possibility of accidents because of fatigue.

4. What a good rock group should have
   a) They should have a good manager.
   b) They should have a distinct sound.
   c) My favorite group is Abba.
   d) They should have talented musicians.
   e) They should have ability to write there own music.
   f) 'Rock' stars can make lots of money.

5. Advantages of spring vacation
   a) It gives students a chance to recuperate from school pressures.
   b) It allows students to go on trips with their families.
   c) Students can catch up on school work they may have neglected.
   d) Schools should increase the length of spring vacation.
   e) It allows time for making classroom repairs.
   f) Private schools have longer spring vacations than public schools.

WRITING STANDARD C-5 – ACTIVITY 3

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: Under each topic sentence are listed five ideas. One idea is not related to the topic sentence. On your paper write the letter of the idea that does not belong. Choose one of the topics and write a paragraph using the ideas given.

1. My friends have a strange assortment of pets.
    - a) Mary has a ferret.
    - b) One has a monkey.
    - c) Susan is allergic to animal fur.
    - d) Tom has a boa constrictor.
    - e) Bill has a pet pig.
2. There are many superstitions.
    - a) A broken mirror brings seven years bad luck
    - b) Walking under a ladder
    - c) We have a black cat.
    - d) Carrying a rabbit's foot brings good luck
    - e) Friday the 13th
3. Fireworks are dangerous.
    - a) Most states have laws against selling them.
    - b) Many people have been hurt by them.
    - c) I like to watch fireworks.
    - d) They are not usually held in the back yard.
    - e) Fireworks displays are run by people experienced in handling explosives.
4. The advantages of year round school
    - a) Students retain what they have learned.
    - b) I enjoy summer vacation.
    - c) less time spent on review
    - d) more utilization of schools
    - e) cuts out need for double sessions
5. Swimming is one of my favorite activities.
    - a) I enjoy diving into a cool body of water.
    - b) I usually swim 50 laps.
    - c) My best stroke is the side stroke.
    - d) Salty ocean water hurts my eyes.
    - e) A swim after work relaxes me.
    - f) Swimming keeps me physically fit.

WRITING STANDARD C-5 – ACTIVITY 4

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: Under each topic sentence are listed five ideas. One is not related to the topic sentence. On your paper write the letter of the idea that does not belong. Choose one of the topics and write a paragraph using the ideas given.

1. Cigarette smoking is harmful.
   - a) increases the likelihood of contracting lung cancer, emphysema, and many other fatal diseases.
   - b) Smoking affects those people that do not smoke.
   - c) Many fires are started by careless smokers.
   - d) Smoking affects sence of taste and smell.
   - e) My mother and father smoke.
2. Every high school student should learn to type.
   - a) It is faster than writing.
   - b) It is neater - helps you get better grades.
   - c) Electric typewriters are sensitive to the touch.
   - d) It can help you find a summer or part-time job.
   - e) It is less tiring than script.
3. There are many uses for computers.
   - a) prepare paychecks and bills
   - b) diagnose certain diseases
   - c) Computer programming is a good occupation.
   - d) making out report cards
   - e) guiding spacecrafts
4. Marijuana should not be legalized.
   - a) long term effects unknown
   - b) Marijuana is a plant.
   - c) may lead to other drugs.
   - d) alters your personality
   - e) slows down reflexes when driving
5. Studying a foreign language is helpful.
   - a) French is spoken in many countries.
   - b) helps you understand your own language better.
   - c) may aid in getting a job.
   - d) builds an interest in the country whose language you are studying
   - e) makes travelling to the country easier

ACTIVITY ANSWER KEY

C-5 – Writing Standard

Activity 1

1) b, e 2) d, f 3) c, f 4) d, e 5) b, e
6) c, e 7) a 8) b, d, f 9) b, f 10) a, d

Activity 2

1) b, d 2) b, e 3) f, c, e 4) c, f 5) d, f

Activity 3

1) c 2) c 3) c 4) b 5) d

Activity 4

1) e 2) c 3) c 4) b 5) a

WRITING STANDARD C-5 – EVALUATION I

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: Write on your own paper, the letter of the word or phrase that does not fall under the heading given.

1. Courses of study

   a) social studies
   b) science
   c) addition
   d) psychology

2. Reasons for moving north

   a) change of seasons
   b) winter sports
   c) more job opportunities
   d) making snowballs is fun

3. Parents should watch T.V. with their children.

   a) explain events not understood
   b) monitor which programs children watch
   c) There are many ads on T.V.
   d) have something in common with their children

4. Wild Animals

   a) puma
   b) leopard
   c) kitten
   d) cougar

5. Playing the guitar requires several skills.

   a) learning the fingerboard
   b) A guitar can have 12 strings.
   c) holding the pick properly
   d) learning chord positions

WRITING STANDARD C-5 – EVALUATION II

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: In each of the following paragraphs there is one sentence that does not belong. Write the letter of that sentence on your paper.

1.
   - A. I received a ten-speed bike for my birthday.
   - B. This present was quite a surprise.
   - C. When I was seven I received my first two-wheeler.
   - D. My new racer was parked in the living room with a huge red ribbon tied around the handle bars.

2.
   - A. It is not difficult to make your own banana split.
   - B. The ingredients are a banana, ice cream, chocolate syrup, whipped cream and some salted nuts.
   - C. Place two scoops of ice cream on the banana.
   - D. Strawberry shortcake also is a wonderful dessert. Pour syrup over the ice cream and top with whipped cream and nuts.

3.
   - A. Coffee is enjoyed in a variety of ways.
   - B. In London, for example, some Englishmen dip mustard into their coffee, while in Denver, a person might add a dash of ketchup.
   - C. Australians have an unusual sense of humor.
   - D. An Asian delight consists of coffee brewed in boiling sugar.

4.
   - A. In the seventeenth century, the Pilgrim housewife made her candles by dipping.
   - B. When her husband brought back a deer, moose, or bear from his hunting trips, she would boil the animal's fat in water, and dip a piece of twisted cotton into the waxy substance that floated to the water's surface.
   - C. When one layer hardened on the cotton wick, she dipped it again.
   - D. Candles must be handmade if they are to be useful.

5.
   - A. The influence of advertising is felt in every phase of American life.
   - B. The American public lacks taste.
   - C. The advertiser gave birth to a multi-million dollar chewing gum industry by promising to double the public's pleasure and fun.
   - D. Brand names for toothpastes, soaps, detergents, and deodorants have become household words.

WRITING STANDARD C-5 – EVALUATION III

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

DIRECTIONS: In each of the following groups of sentences there is one sentence that is not related to the others. Write the letter of that sentence on your paper.

1.
   - A. The owner of a pet alligator should protect it by placing it in a pen of some sort.
   - B. The most dangerous enemies of such a pet are human beings.
   - C. Alligators like to eat dogs.
   - D. With the increase in cars, trucks and bicycles, the chances for a pet alligator on the loose are not great.

2.
   - A. Good note taking is important.
   - B. Keep a special section of your notebook for all your notes on each subject.
   - C. Make a real effort to pick out the main points of the lecture.
   - D. Writing thank-you notes is polite.

3.
   - A. To get a license a driver must pass both a written and a driving test.
   - B. A good driver can do many things to reduce the possibility of accidents.
   - C. He obeys all traffic laws.
   - D. He is careful to dim his headlights whenever another car approaches.

4.
   - A. There are many negative aspects to T.V. commercials.
   - B. One of the bad features is their loudness.
   - C. T.V. commercials should only be shown at the beginning of each program.
   - D. Too many commercials insult the viewers intelligence by presenting unrealistic situations and senseless dialogue.

5.
   - A. Very few people have knowledge of the conditions of prison life.
   - B. Prisoners should pay room and board.
   - C. Many prisons are over crowded.
   - D. Many long hours are spent doing manual labor on state farms.

WRITING STANDARD C-5 – EVALUATION IV

WRITE A PARAGRAPH GIVING INFORMATION IN SUPPORT OF ONE TOPIC

A. DIRECTIONS: Choose the sentence that does not belong with the others. Write the letter of the correct answer on your own paper.

1. a. The role of women in the work world is rapidly changing.
   b. Many jobs are open to women that were not in the past.
   c. Women are more responsible than men.
   d. Women can now make salaries comparable to men in the same jobs.

2. a. Watching T.V. can be entertaining and educational.
   b. Parents spend too much time watching television.
   c. Many programs are available on educational stations which are interesting.
   d. If adults and children are selective in their viewing, television can be a positive experience.

3. a. Buying a house requires a lot of planning.
   b. You must save money for a down payment.
   c. You have to choose one that you qualify for financially.
   d. Houses are too expensive for the average person.

4. a. Dirt bikes are hard to maintain.
   b. Dirt biking can be a great sport.
   c. Races are held almost every weekend.
   d. People of all ages can compete.

5. a. It is important that you visit the dentist every year.
   b. An average person has 32 teeth.
   c. Frequent check-ups insure that your teeth are in good condition.
   d. The dentist can let you know about any problems that may come up.

B. Write a paragraph on one of the above topics.

EVALUATION ANSWER KEY

C-5 — Writing Standard

Evaluation I

1) c 2) d 3) c 4) c 5) b

Evaluation II

1) c 2) d 3) c 4) d 5) b

Evaluation III

1) c 2) d 3) a 4) c 5) b

Evaluation IV

1) c 2) b 3) d 4) a 5) b

C-6: Write a paragraph with details arranged in order of importance.

WRITING STANDARD C-6 – PREPARATORY SHEET 1
WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

EXPLANATION:

Before you begin to write a composition or even a paragraph, there are at least six steps you should consider. Of course, these steps must be taken before you can even begin to arrange the paragraph's details.

During these "pre-writing" steps you must:

1. select a topic,
2. define the audience,
3. select a clear, central idea,
4. gather information
5. select a viewpoint, and
6. organize information.

After completing these steps, there are an unlimited number of ways in which details can be arranged. Here are some of the most common and simple methods.

Chronological order: Arrangement in the order of when events happen. First this happened, next came that, and finally this happened.

Spatial order: Arrangement by describing where objects or people are located. You might describe a person beginning with the head and working down. You might describe a painting or an accident you witnessed by describing what you see from right to left.

Logical order: Arrangement by starting with the most convincing argument and ending with the weakest. An evaluation of an automobile can be made by arranging the writing into two parts – the good points and the bad points. A description can be organized to first mention the most important features and work toward the least important.

Psychological order: Communication can be arranged to keep the reader or listener curious, excited, puzzled, in suspense, shocked, or entertained.

It is best that you decide how you will arrange the details of the paragraph or composition after you have completed the six "pre-writing" steps mentioned. Then you will be able to choose the best method to arrange the details for that particular topic.

WRITING STANDARD C-6 – ACTIVITY 1

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: **Below is a short description of a new invention called a speech compressor. A speech compressor enables anyone to listen to a tape recording at high speeds and understand what is being said. The details below are not arranged in the correct order of importance. On your own paper list the details in the proper order.**

a. Such a device has already been invented and should be on the market soon.

b. Of course, you can compress any tape simply by playing it back at a faster speed than it was recorded.

c. Compressed speech is to the medium of recorded sound what speed reading is to the medium of print.

d. A reading of Hamlet could be heard in twenty minutes, or a tape of an hour lecture could be played back in thirty minutes.

e. The only problem is that the result sounds like Donald Duck with a mouthful of marbles.

f. Eventually, tape recorders will have a variable speed control and a built-in compressor that will enable the listener to play back any tape at whatever speed he can handle.

g. Speech compression renders the final recording perfectly understandable.

h. Any tape can be run through a compressor so that when played back it can be understood at up to four times its original speed.

WRITING STANDARD C-6 – ACTIVITY 2

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: **Read the following sentences. On your own paper, write the details in the correct order of importance.**

a. Later, on my way to school, I heard a hissing noise. It was a flat!

b. First, the alarm went off at 6:00 a.m. I dressed and rushed to get my room in order.

c. Meanwhile, Mom was downstairs making breakfast.

d. Finally, I arrived at school, thirty-five minutes late!

e. Hurriedly, I ate breakfast.

f. Our neighbor came to my rescue with a patch and a hand pump.

g. Afterward, I continued on to school.

h. Then, I rushed out to the garage and put my books in my bike bag.

WRITING STANDARD C-6 – ACTIVITY 3

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: Below are two lists of events for narrative paragraphs. The details are not in correct order of importance. On your paper write the events in chronological order.

1. a. I was given an X-ray.
   b. The ambulance came and took me to the hospital.
   c. I broke my arm skating.
   d. Friends wrote on my cast.
   e. My arm was put in a cast.

2. a. The vase rolled off the edge of the table.
   b. Ellen's little brother bumped into a table.
   c. An expensive vase toppled over on its side.
   d. Ellen dove toward the table and caught the vase in one hand.

WRITING STANDARD C-6 – ACTIVITY 4

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: The first sentence is the topic sentence, and the other sentences are the details that support the main idea. The details are not listed in the correct order of importance. Write the paragraph in the correct order.

I. You can make your own jigsaw puzzle.

  a. Smooth out wrinkles

  b. Find a sheet of cardboard. Make it the same size.

  c. Cut the mounted picture into odd shapes.

  d. Find a magazine picture.

  e. Spread paste on one side of the cardboard and on the back of the picture.

  f. Mount the picture on the cardboard.

ACTIVITY ANSWER KEY

C-6 – Writing Standard

Activity 1 (Answers may vary slightly)

1) c 2) f 3) h 4) a 5) b 6) e
7) g 8) d

Activity 2

1) b 2) c 3) e 4) h 5) a 6) f
7) g 8) d

Activity 3

1) c, b, a, e, d 2) b, c, a, d

Activity 4

1) d, b, e, f, a, c

WRITING STANDARD C-6 – EVALUATION I

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: Read the following sentences. On your own paper, write the details in the correct order of importance.

a. Then lean forward, placing your lips against the farthest rim of the glass.

b. First, fill a glass with water.

c. Last, tilting the glass away from you, drink as much water as you can.

d. The next time you are bothered by hiccups, try this unusual cure.

e. When you finish your backwards drink, your hiccups will be gone.

f. Next, lean over the sink, holding the glass.

WRITING STANDARD C-6 – EVALUATION II

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: **Read the topic sentence and the list of details which support it. Then write the details in the correct order of importance.**

Topic Sentence: *The conference went on all day.*

a. Opening speech at 9:00

b. Lunch at 12:00

c. Pre-conference breakfast at 7:30

d. Workshops at 2:00 and 4:00

e. Cocktail hour

f. Seminar at 10:30

WRITING STANDARD C-6 – EVALUATION III

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: **Write the details in the following paragraph in the correct order of importance.**

a. He pulled a gun out of his belt and said, "Give me what's in the cash register!"

b. He was wearing black trousers and a black turtleneck sweater.

c. The man came into my store.

d. He had a nylon stocking over his face.

e. Then he ran out of the store.

f. I gave him what I had, about $75.

WRITING STANDARD C-6 – EVALUATION IV

WRITE A PARAGRAPH WITH DETAILS ARRANGED IN ORDER OF IMPORTANCE

DIRECTIONS: Write the following sentences in the correct order of importance. Use your own paper.

a. Gently tap the pot on a hard surface until the plant slips out.

b. Pat the soil down firmly all around the plant.

c. Second, for good drainage, line the bottom with a half-inch or more of small stones.

d. You can grow large, healthy houseplants once you learn the simple steps necessary to repot a plant.

e. Add enough potting soil to cover the stones completely.

f. You will want to do your work outside or over a newspaper inside.

g. Next, spread one hand over the top of the old pot, holding the stem firmly between your fingers.

h. The first step is to choose a new pot that is one or two inches larger in diameter.

i. Turn the pot upside down.

j. Then, place the plant, roots down, into the new pot.

k. Finally, water the plant well.

l. Cover it with potting soil, filling the pot to within one inch of the top.

EVALUATION ANSWER KEY

C-6 – Writing Standard

Evaluation I

1) d 2) b 3) f 4) a 5) c 6) e

Evaluation II

1) c 2) a 3) f 4) b 5) d 6) e

Evaluation III

1) c 2) b 3) d 4) a 5) f 6) e

OR

1) c 2) d 3) b 4) a 5) f 6) e

Evaluation IV

1) d 2) f 3) h 4) c 5) e 6) g
7) i 8) a 9) j 10) l 11) b 12) k

C-7: Write a paragraph using connecting words
or phrases which show relationships.

WRITING STANDARD C-7 — PREPARATORY SHEET 1

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

EXPLANATION:

When you write one or more paragraphs, you can help the reader follow your ideas more easily if you make connections between words or phrases.

Here are some methods you can use to show relationships between words or phrases.

1. Repeat an important word or use a synonym for an important word in the paragraph.
2. Another way of connecting words, phrases, or paragraphs is to use specific "connecting" words. Some of these are *in addition, besides, also, on the other hand, nevertheless, however, therefore*, and *meanwhile*. This kind of connecting word helps you to state reasons or facts.
3. Another kind of connecting word helps you to put your reasons or facts in order of importance. Some of these are *the first reason, second, more important, most important*, and *finally*.
4. Another group of words is very helpful when we try to describe the location of objects, and when we tell how their position is related to other things near by. Some of these connecting words are *next to, in front of, beside, nearly, between*, and *behind*.
5. Many transitional words or phrases show time sequence. These transitional words make your ideas clear when you write. Examples of these connecting words are *before, after, then, next, now, soon, later, finally*, and *by the time*.

It is important to remember that when you write, you may use a variety of connecting words and phrases to make your ideas clear.

WRITING STANDARD C-7 – ACTIVITY 1

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: If one paragraph of a story on boating is about using the wind in sailing, which of the following would be the best way to start the next paragraph. Check your choice and explain your reason.

____ a. I'd like to talk now about motorboats.

____ b. For people who do not want to be at the mercy of the wind, motorboats are the best kind of transportation.

____ c. Motorboats can be used for water skiing as well as for transportation.

WRITING STANDARD C-7 – ACTIVITY 2

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: The following paragraph uses connecting words that show the time order of events. List the connecting words on your own paper.

First, the alarm went off at 6:00 A.M. I dressed and rushed to get my room in order. Meanwhile, Mom was downstairs making breakfast. Hurriedly, I ate breakfast. Then, I rushed out to the garage and put my books in my bike bag. Later, on my way to school, I heard a hissing noise. It was a flat! Our neighbor came to my rescue with a patch and and a hand pump. Afterward, I countinued on. Finally, I arrived at school, thirty-five minutes late!

WRITING STANDARD C-7 – ACTIVITY 3

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: Copy the following paragraph onto a separate sheet of paper. Use the connecting words listed below in the blank spaces. Write the answers on your own paper.

however
nevertheless
furthermore
in fact
as a result
therefore

There is a lot of violence on TV and in the movies. (1) ________________ of this, many people think crime has increased (2) ________________, do you realize that in the big cities crime has almost doubled? (3) ________________, people still shop at night and do not seem to be afraid. (4) ________________, some people are worried that their children are influenced by all this violence. (5) ________________, they think that something should be done.

WRITING STANDARD C-7 – ACTIVITY 4

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: **Copy the following paragraph onto a separate sheet of paper. Use the connecting words from the list that show location in the spaces. Write the answers on your own paper.**

next to
in front of
beside
nearby
between
behind

The new library has just been opened to the public. It is a beautiful building near the center of town. (1) ________________ the front door and the side entrance to the library is a staircase which leads to the art gallery below. (2) ________________ the parking lot is the local swimming center. (3) ________________ the library are four tennis courts. (4) ________________ are the fire and police departments.

ACTIVITY
ANSWER
KEY

C-7 — Writing Standard

Activity 1

Sentence b is the only one that makes a connection with the previous paragraph about wind.

Activity 2

1) First 2) Meanwhile 3) Then 4) Later 5) Afterward
6) Finally

Activity 3

1) As a result 2) In fact 3) Nevertheless 4) As a result
5) Therefore

Activity 4

Answers may vary

1) Between 2) Beside 3) Next to 4) Nearby

WRITING STANDARD C-7 – EVALUATION I

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: Rewrite the following paragraph on a separate sheet of paper, and put the sentences in the correct time order. Underline the connecting words.

Then, just before we were dismissed, the principal reminded us not to forget our graduation gowns and to be in the gym by 6:30 that night. *Meanwhile*, the President of the School Board was in the office signing all our diplomas. *Finally*, we were dismissed and some of us went out for pizza and cokes. *Later*, after we had marched down the aisle twice, we were assigned seats in the front rows of the auditorium. *First*, I arrived at school for graduation practice.

WRITING STANDARD C-7 – EVALUATION II

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: **Copy each of the following sentences on your own paper. Use a connecting word that makes sense in each blank.**

1. ________________ there's noise from outside, the teacher closes the window.
2. I'll help you finish ________________ you can leave on time.
3. He talked to us ________________ he were the only one with any brains.
4. ________________ you mix the ingredients, you should preheat the oven.
5. My aunt gave me a new hat ________________ she likes to give presents.

WRITING STANDARD C-7 — EVALUATION III

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: **Copy each of the following sentences on your own paper. Use a connecting word that makes sense in each blank.**

1. I took lessons ____________ I wanted to be a better tennis player.
2. ____________ I get up late, I have to drive too fast to get to work.
3. I'll never learn to read fast ____________ I take a speed-reading course.
4. ____________ you don't know the way, I'll give directions.
5. He left the party ____________ he became ill.

WRITING STANDARD C-7 – EVALUATION IV

WRITE A PARAGRAPH USING CONNECTING WORDS OR PHRASES WHICH SHOW RELATIONSHIPS

DIRECTIONS: **The following paragraph uses connecting words that show the time sequence of events. List the connecting words or phrases on your own paper.**

Yesterday I headed the supermarket's "Ten Most Wanted" list. First, because I entered the store through the exit door, I set off the burglar alarm. Then I slipped and fell into a display of oranges, sending then flying. Afterward, I was no nervous that I dropped a dozen eggs. Finally, I didn't have enough money to pay. Needless to say, I am not a favorite customer.

EVALUATION ANSWER KEY

C-7 — Writing Standard

Evaluation I

First, I arrived at school for graduation practice. *Meanwhile,* the President of the School Board was in the office signing all our diplomas. *Later,* after we had marched down down the aisle twice, we were assigned seats in the front rows of the auditorium. *Then,* just before we were dismissed, the principal reminded us not to forget our graduation gowns and to be in the gym by 6:30 that night. *Finally,* we were dismissed and some of us went out for pizza and cokes.

Evaluation II (Answers may vary slightly)

1) Because 2) So 3) as if 4) Before 5) because

Evaluation III (Answers may vary slightly)

1) because 2) Whenever 3) unless 4) If 5) When

Evaluation IV

1) Yesterday 2) First 3) Then 4) Afterward

5) Finally 6) Needless to say

WRITING STANDARD--D

The student will write for the purpose of supplying necessary information.

D-8: Include the necessary information when writing messages to make a request or to supply information.

WRITING STANDARD D-8 – PREPARATORY SHEET 1

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

EXPLANATION:

The first step in writing a message is deciding what information is important enough to include. Once you have decided what information you will include, the next step is organizing the information. After you have decided what information you will include in a message and how you will organize it, the writing is an easy task. Messages are informal. You can write the information in a list. You can write incomplete sentences, providing the ideas are clear. You can even use slang if you are sure the reader will understand you. Remember, a good message gives only the essential information and states that information clearly.

WRITING STANDARD D-8 – ACTIVITY 1

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Using the information given below from a phone call, fill in the memo supplying the necessary information to the person being called.**

John Montgomery called Sarah Hall's office January 25, 1980 at noon. He asked that she return his call as soon as possible. He said he could be reached at 623-1091, extension 9. He mentioned he would like information about the new police chief. He is a news-reporter for *The Herald*.

To ____________________

Date ____________ Time ________

WHILE YOU WERE OUT

M ____________________

of ____________________

Phone ____________________

Area Code Number Extension

TELEPHONED	☐	PLEASE CALL	☐
CALLED TO SEE YOU	☐	WILL CALL AGAIN	☐
WANTS TO SEE YOU	☐	URGENT	☐
	RETURNED YOUR CALL	☐	

Message ____________________

____

____

____

____

Operator

Campbell 09301

WRITING STANDARD D-8 – ACTIVITY 2

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE
A REQUEST OR TO SUPPLY INFORMATION

TEACHER DIRECTED

This skill requires that students learn to write clear, complete messages.

DIRECTIONS: **The students will read the selection and answer the questions that follow.**

Pom-Pom Problems

It's 8:30 in the morning, and your class trip to the Natural History Museum leaves in 15 minutes. You just remembered that you were supposed to change the order you placed for pom-poms for tonight's basketball game.

You ordered eight dozen green and white pom-poms in the 75-cent size last week, but you should have ordered 10 dozen in the 50-cent size. You have just enough time to call the company and correct the order.

You dial the number of the Campus Novelty Company.

First ring.

You hope the person who answers is in a good mood because you're going to have to ask that the order be ready by 4. A lot of people are depending on you. Tonight's game is a big one, and the Student Council plans to sell the pom-poms.

Second ring.

It occurs to you that the original order cost more than the corrected one, so you'll have to ask for a refund.

A voice breaks in and you hear:

> Good morning, Campus Novelty Company. This is a recording. We will be open
> for business at 9:00. If you want to leave a message, wait until you hear a beep.
> You will have 45 seconds to speak. Thank you.

"Oh great," you think. You hear the beep and you find yourself speechless. You hang up the phone. What can you do? The bus is leaving in 10 minutes. You don't want to put off calling until you get to the museum, and you don't have time to find someone at school who could call after 9:00. All you can do is dial again and leave a 45-second message.

When you have to leave a message on the telephone recording device, you don't have time to organize your thoughts while you are speaking. If you are hurrying to complete the message you may forget something important. One way to remember the essentials is to jot down what you want to say before you call.

In the spaces below, fill in the information you would need to give in a message about the pom-poms.

1. **Your name** ______________________
2. **Your school** ______________________
3. **When the order was placed** ______________________
4. **What was ordered** ______________________
5. **What should have been ordered** ______________________
6. **When the order must be ready** ______________________
7. **Refund request** ______________________
8. **An apology or thank you** ______________________

WRITING STANDARD D-8 – ACTIVITY 3

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Read the following two messages. Which one is easier to understand? Write the letter of your answer and explain the reason on your own paper.**

A. Mark wants you to meet him at Barwick's Grocery Store at 12:30. Bring his shopping list with you. Take the Parker Avenue bus to 46th Street. When you get off the bus, turn left and walk six blocks up 46th Street. Barwick's is on the left. Mark wants to finish shopping. Be sure to bring the list on his desk.

B. Mark wants you to meet him at Barwick's Grocery Store at 12:30. He wants to finish shopping. Bring his list with you. It is on his desk. Take the Parker Avenue bus to 46th Street. When you get off the bus, turn left and walk six blocks up 46th Street. Barwick's is on the left.

WRITING STANDARD D-8 – ACTIVITY 4

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

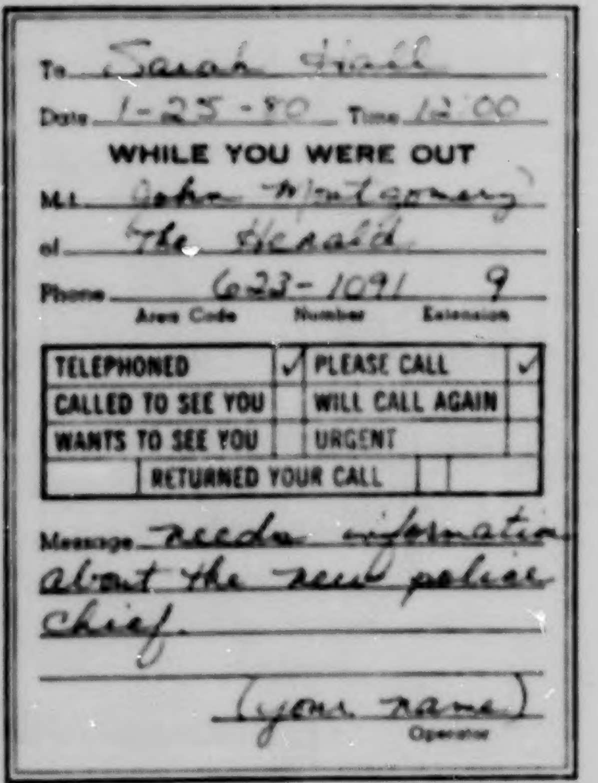
DIRECTIONS: **Write a message to leave on a telephone recording device for the situation described below:**

You receive a note from your doctor's office reminding you that you have an appointment scheduled for Tuesday, September 15, at 4:15 p.m. You have a test to make up on Tuesday at 4:00 p.m. You could change the appointment to Wednesday or Thursday afternoon anytime after 3:30. You call the doctor's office to arrange a new appointment and get a recorded message. You want to cancel your scheduled appointment, let the secretary know other times you could come, and ask to be called back.

ACTIVITY ANSWER KEY

D-8 — Writing Standard

Activity 1



To Sarah Hall

Date 1-25-80 Time 12:00

WHILE YOU WERE OUT

M. John Montgomery

of The Herald

Phone 623-1091 9

Area Code Number Extension

TELEPHONED	✓	PLEASE CALL	✓
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message needs information about the new police chief.

(your name)
Operator

Campbell 69301

Activity 2

1) (student's name)
2) (school name)
3) last week
4) 8 dozen green and white pom-poms in the 75 cents size
5) 10 dozen green and white pom-poms in the 50 cents size
6) by 4:00 p.m. today
7) $12.00
8) apology

Activity 3

B is easier to understand because it is organized.

Activity 4

Hello. This is (your name) and my phone number is ——. I have an appointment Tuesday, September 15 at 4:15 p.m. I need to change this appointment to either Wed. or Thursday after 2:30. Please call and let me know if this can be arranged. Thank you.

WRITING STANDARD D-8 – EVALUATION I

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Here are two examples from recorded messages. Which do you think is better? Write the letter of your choice and explain the reason on your own paper.**

A. "My mind must have been somewhere else when I ordered 10 dozen roses last week. I should have ordered 5 dozen red roses and 5 dozen yellow roses. I should have realized I was wrong."

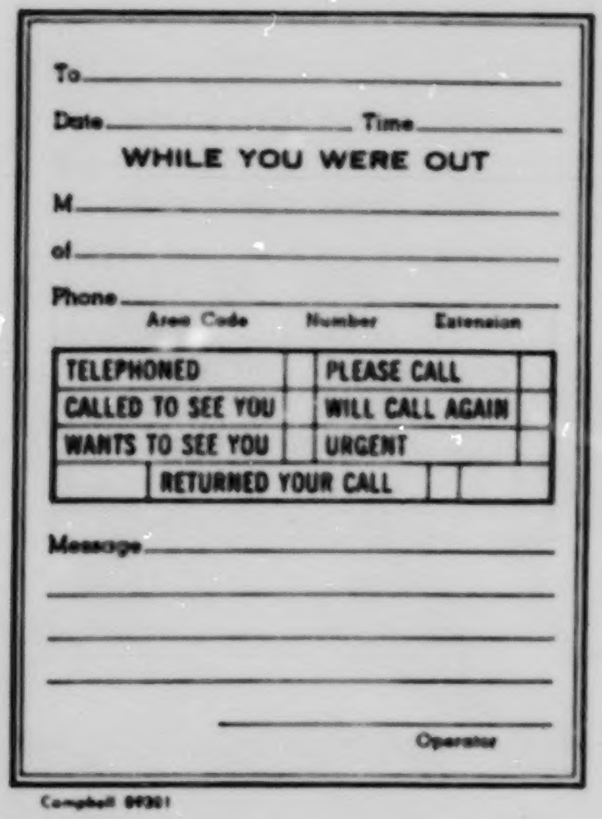
B. "The order I placed last week for 10 dozen red roses is incorrect. Please change the order so that it reads 5 dozen red roses and 5 dozen yellow roses. I am sorry for the inconvenience."

WRITING STANDARD D-8 – EVALUATION II

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Using the information given below from a phone call, fill-in the memo supplying the necessary information to the person being called.**

Dr. Braden's office called today at 8:00 a.m. to reschedule the appointment for Erin Green from Tuesday at 2:30 p.m. to Wednesday at 4:30 p.m. Please call the doctor at 838-9169 and let him know if this is convenient. Call back before 4:00 today.



To____________________________

Date________________ Time________

WHILE YOU WERE OUT

M____________________________

of____________________________

Phone__________________________
Area Code Number Extension

TELEPHONED	☐	PLEASE CALL	☐
CALLED TO SEE YOU	☐	WILL CALL AGAIN	☐
WANTS TO SEE YOU	☐	URGENT	☐
	RETURNED YOUR CALL	☐	

Message__________________________

____

____

____

____
Operator

Campbell 89301

WRITING STANDARD D-8 – EVALUATION III

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Below is a quote from a phone call John has made. Write the letter of the better message for the phone call and explain the reason on your own paper.**

"Would you please take a message for Ted. Why doesn't he come over for dinner? That's Friday night. It's the day I have my last dentist appointment, thank goodness. How about 5:30? Yes, that will give me plenty of time to get to the store and dentist before he arrives."

Which is the best message for Ted?

A. John would like you to come for dinner at 5:30 on Friday night.

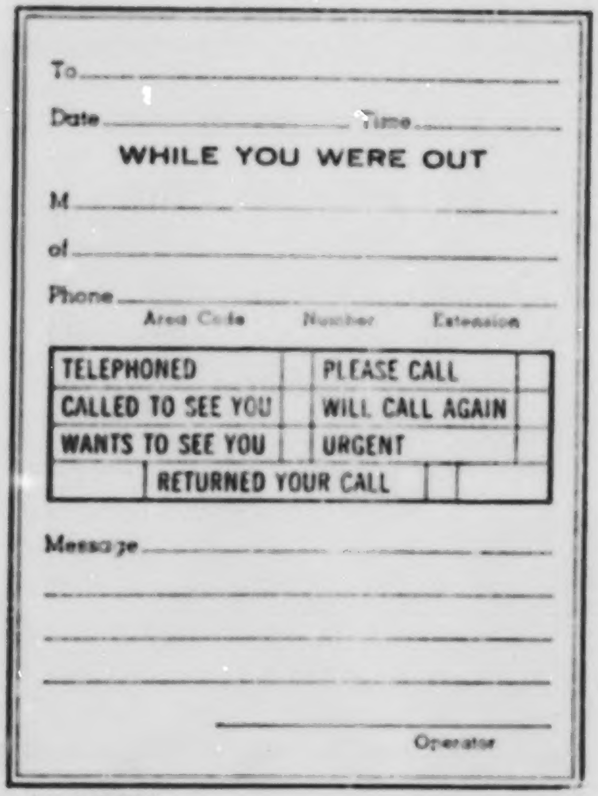
B. John's last dentist appointment is on Friday. He wants you to come for dinner.

WRITING STANDARD D-8 – EVALUATION IV

INCLUDE THE NECESSARY INFORMATION WHEN WRITING MESSAGES TO MAKE A REQUEST OR TO SUPPLY INFORMATION

DIRECTIONS: **Below is a quote from a telephone call Mr. Smith made. Write a message including the necessary information for Mr. Cordova.**

Here's a message for Mr. Cordova. Please thank him for letting me borrow his car. When he sees it, he may be a little surprised. There's a slight dent in the fender. It's the right one, in the front. Someone hit the car while it was parked, but the person was nice enough to leave his name, address, license number, and the name of his insurance company on a note he stuck under the windshield wiper. I left Mr. Cordova's car in the garage. The note from the other driver is in the glove compartment.



To ________________

Date __________ Time __________

WHILE YOU WERE OUT

M ________________

of ________________

Phone ________________
Area Code Number Extension

TELEPHONED	☐	PLEASE CALL	☐
CALLED TO SEE YOU	☐	WILL CALL AGAIN	☐
WANTS TO SEE YOU	☐	URGENT	☐
	RETURNED YOUR CALL	☐	

Message ________________

____

____

____

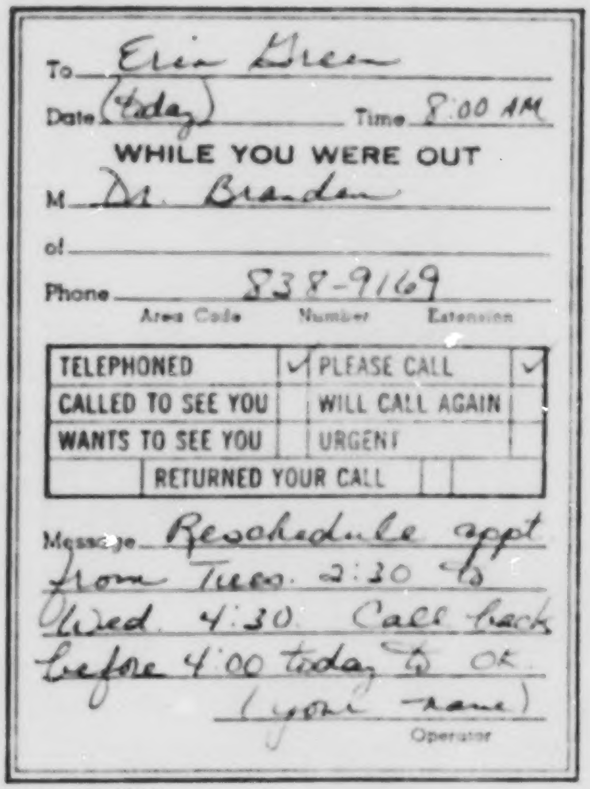
____
Operator

Campbell 09301

EVALUATION ANSWER KEY

D-8 – Writing Standard

Evaluation II



To Erin Green

Date (today) Time 8:00 AM

WHILE YOU WERE OUT

M Dr. Branden

of

Phone 838-9169
Area Code Number Extension

TELEPHONED	✓	PLEASE CALL	✓
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
	RETURNED YOUR CALL		

Message Reschedule appt from Tues. 2:30 to Wed. 4:30. Call back before 4:00 today to OK.

(your name)
Operator

Campbell 09301

Evaluation I

B. The message is clear and organized.

Evaluation III

A. gives only the essential information.

Evaluation IV

Mr. Smith returned your car to your garage. There's a small dent in the right front fender. The person who hit the car left his name, address, etc. in your glove compartment. Thank you.

D-9: Include the necessary information when writing brief statements describing the steps of a process or event.

WRITING STANDARD D-9 – PREPARATORY SHEET 1

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

EXPLANATION: **Everyone knows how to do something well. Chances are that someone would like to learn something you know how to do. Can you share what you know so that someone else can learn? You can learn to write statements describing the steps of a process or event.**

Whenever you explain how to do something - how to play basketball, sew a button, or use a copy machine - you are writing explanatory *how* sentences or paragraphs.
In explanatory *how* statements, you need to describe a process step - by - step. It is important to make each step in the process simple and specific. Begin with the first step and then explain each step in the natural time order of the process. If one step in the process affects another step, be sure to explain how the steps are related.

An excellent way to organize a paragraph or composition describing the steps of a process or event is to follow this plan: *introduction, steps in the process, and conclusion.* In the introduction of a paragraph describing a process or event, introduce your topic. Make one sentence serve as the topic sentence for the composition. In the body give a step-by-step explanation describing the process. Then, develop the concluding sentence or paragraph from the final step of the process. Tie up the loose ends.

WRITING STANDARD D-9 – PREPARATORY SHEET 2

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

TEACHER DIRECTED

DIRECTIONS: **Go over the following steps with the class. Afterwards have the students write a brief statement describing the steps of a process or event.**

1. Think of a topic. It can be something you can do well, something you understand well, or something you learn about by looking it up in the library.
2. On your paper, list all the equipment that is needed. Then list all the steps that have to be followed. Don't leave anything out, even the smallest step.
3. Write a paragraph that tells what you're going to explain. Pretend that you're writing for young children. You might have to tell what the process is before you start to describe it.
4. In the second paragraph list all the equipment that is needed. You might also tell where this equipment can be found.
5. After the second paragraph, each paragraph should tell about one step in the process.
6. The last paragraph might tell how the process can be useful or why it is enjoyable.
7. When you are finished, read over what you have written. Imagine how a child might react to your explanation. See if every step is explained as clearly as possible.
8. Proofread your explanations and correct any mistakes you made. If you make a lot of corrections, rewrite the explanation.
9. If you're confident that your explanation is a good one, you might use it to plan a demonstration for your class. If you have your teacher's permission, explain your process to the class. As you explain each step, show how it's done. Don't memorize what you wrote. Instead, use your written explanation as a guide during your demonstration.

WRITING STANDARD D-8 – ACTIVITY 1

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: **A six-year old child gave the following explanation of how to make a pizza. Explain what is wrong with these directions. On your own paper, list at least three errors you find.**

Pizza
½ of white cheese
1 full thing of red gravy
A lot of dough

Get the dough into a circle about size 14. Then throw it up in the air over your head.
Cook the gravy for a couple of hours or minutes. Then put it on the dough with a cookin' spoon - and pat it all around.
Take your gold square thing that makes the cheese all crumble up.
Then put the gravy and cook it for a real long time.
If you don't get it out on time, it gets kinda blackish, but you still have to eat it.
Have it in the summer with ice cream. - *Smashed Potatoes.*

WRITING STANDARD D-8 – ACTIVITY 2

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: **Use the necessary steps for describing the process for making something. Choose one of the following items or use a topic of your own choice. You may use an encyclopedia for assistance. Use your own paper.**

cheese
brick
butter
coins
glass
nylon
paint
paper
pencils
honey
clay pots
milk
nails
wire
soap

WRITING STANDARD D-9 – ACTIVITY 3

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

APPLE CAKE

1 cup sifted flour
1-½ tablespoons baking powder
¼ teaspoon salt
6 tablespoons sugar
2 tablespoons shortening
2 egg yolks
½ cup of milk
4 apples pared and sliced thin
½ teaspoon cinnamon
1 teaspoon grated lemon rind
2 tablespoons butter

Sift flour, baking powder, salt, and two tablespoons sugar together. Cut in shortening, mix well. Beat egg yolks, combine with milk, and stir into first mixture. Beat well. Pour into greased pan, and cover with apple slices. Sprinkle with remaining sugar, cinnamon, and lemon rind, and dot with butter.
Bake in hot oven (400 F) about 35 minutes. Serve hot.

*cut in = mix with cutting motions

DIRECTIONS: **Write the information that is missing from each statement on your own paper.**

1. Sift flour, salt, and two tablespoons sugar together. ____________________
2. Cut in shortening. ____________________
3. Sprinkle with remaining cinnamon, and lemon rind and dot with butter. ____________________
4. Bake in hot oven about 35 minutes. ____________________
5. Serve. ____________________

ACTIVITY ANSWER KEY

D-9 – Writing Standard

Activity 1

Teacher Check - Answers will vary

Activity 2

Teacher Check - Answers will vary

Activity 3

1) baking powder 2) mix well 3) sugar

4) (400° F) 5) hot

WRITING STANDARD D-9 – EVALUATION I

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: **Below is the body of a composition explaining how to take pictures of stars. However, these three steps are not organized correctly. Write them in correct step-by-step order.**

Then point your camera at the stars. Center it on the North Star, which appears as the most stable star in the sky. Next, set your camera for a time exposure of one hour or more.

Begin by choosing a clear night for your photography. Find an open field that is away from lights and buildings. When you have a clear view of the stars, mount your camera on the tripod.

During the exposure, sit back and let the camera do its work. Your only job is to avoid bumping or shaking the camera.

WRITING STANDARD D-8 – EVALUATION II

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: **Write a recipe. It could be something that really might taste good or it could be something completely unusual or funny. Use your own own paper.**

Follow the pattern below when describing the steps of the process.

a. Ingredients are listed in the order they are to be used.

b. Each direction begins with a verb.

c. The directions are listed in the order in which each step is to be completed.

WRITING STANDARD D-9 – EVALUATION III

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: **Write an explanation of a process you are familiar with. Choose one of the following items and using the necessary information, describe the process for completing the task.**

1. a beginning driver is taught to drive a vehicle.
2. a letter goes through the mail.
3. a student registers for courses at your school.
4. an organization hires an employee.
5. a cake is made.

WRITING STANDARD D-9 – EVALUATION IV

INCLUDE THE NECESSARY INFORMATION WHEN WRITING BRIEF STATEMENTS DESCRIBING THE STEPS OF A PROCESS OR EVENT

DIRECTIONS: Divide your paper into three columns. Read the following description about how to make vegetable soup. Make a list of the steps that are explained under the appropriate headings. Use your own paper.

Introduction	Steps in the Process	Conclusion

First, choose a variety of vegetables. Four or five vegetables of different colors and textures will make the soup good-looking as well as good-tasting. Different vegetables will supply the vitamins needed for a nutritious meal. Some choices are carrots, potatoes, beans, and onions. All vegetables you use should look bright, feel firm, and not be bruised or wilted.

After selecting the ingredients, you must prepare them. First, clean the vegetables in cold water. Carrots, potatoes, and onions should be peeled. Then slice or dice all the vegetables into bite-sized pieces. Use a cutting board and a sharp knife.

When the vegetables have been cut up, combine the vegetables in a deep pot. Then pour in chicken or beef broth. Next, add salt, pepper, and any other seasonings you like. After that, stir the soup over high heat. When it begins to boil, lower the heat, cover the pot, and simmer an hour.

EVALUATION ANSWER KEY

D-9 – Writing Standard

Evaluation I

Paragraph two comes first.
Paragraph one comes second.
Paragraph three comes third.

Evaluation II

Teacher Check - Answers will vary

Evaluation III

Teacher Check - Answers will vary

Evaluation IV

Teacher Check - Answers will vary

WRITING STANDARD--E

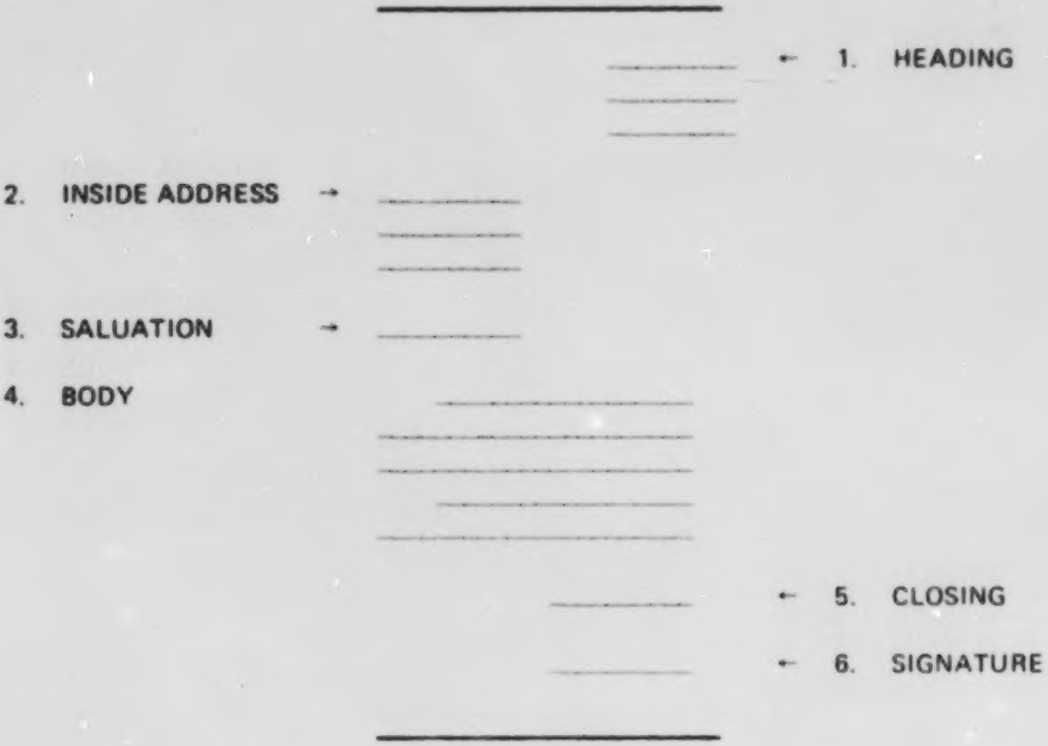
The student will write letters and messages using commonly accepted formats.

E-10: Use proper form to write a business letter which contains necessary and accurate information.

WRITING STANDARD E-10 – PREPARATORY SHEET 1

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

Business letters are written in a standard six part form that is pictured below:



1. The HEADING contains the writer's address (including the zip code) and the date:

2819 Westhill Drive
Fort Pierce, Florida 33450
January 8, 1980

2. The INSIDE ADDRESS gives the name of the person to whom the letter is being written and his complete address:

Mr. John Pelligrew
Hightower Manufacturing Company
8200 Main Street
Miami, Florida 33161

If the name of the person is unknown, the inside address would begin with the name of the company.

WRITING STANDARD E-10 – PREPARATORY SHEET 1

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

(continued)

3. The SALUTATION is directed to the person to whom the letter is being written. In letters addressed to a firm or to an individual whose name is not known, a general salutation is used:

   Dear Mr. Pelligrew:
   Dear Mr. Jones:
   Dear Sir:
   Dear Madam:
   Gentlemen:
   Dear Sirs:

4. The BODY is the message of the letter.

5. The CLOSING is placed just to the right of the center of the page and usually is one of these phrases:

   Yours truly,
   Very truly yours,
   Yours very truly,
   Sincerely yours,
   Yours sincerely,

6. The SIGNATURE is the writer's first and last name and appears directly under the closing. If the letter is typewritten, the writer's name is typed underneath his signature.

   Jack Brown
   JACK BROWN

   A woman may indicate her marital status by putting Miss or Mrs. in parentheses before her signature: (Mrs.) *Helen Brown*

WRITING STANDARD E-10 – PREPARATORY SHEET 2

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

POINTS TO REMEMBER WHEN WRITING BUSINESSS LETTERS

1. Separate date and year by a comma: January 8, 1980
2. Separate city and state (but not zip code) by a comma: Fort Pierce, Florida 33450
3. Put a colon after the saluation: Dear Mr. Smith:
4. Capitalize only the first word in the closing, and follow the closing with a comma: Yours truly,
5. Aim for a pleasant tone.
6. Use short and simple sentences.
7. Use simple diction.

APPEARANCE OF BUSINESS LETTERS

1. Use 8½ X 11 inch unlined paper.
2. Type letter or write by hand blue or black ink.
3. Leave margins of at least one inch at the top, bottom, and both sides of the page.
4. Always use your very best penmanship.
5. Have no mark-outs or erasures.
6. Use correct grammar, spelling, and punctuation.

WRITING STANDARD E-10 – ACTIVITY 1

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: Identify the six parts of a business letter. Write the answers on your own paper.

____
______________________ 1.
____

____
2. ______________________
____

3. ______________________

____
____
4. ____
____
____
____
____

5. ______________________

6. ______________________

WRITING STANDARD E-10 – ACTIVITY 2

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: **Write a proper entry for each of the lines indicated in the business letter form below. Make sure that all spelling and punctuation is correct. Write your answers on your own paper.**

1. ____________________
2. ____________________
3. ____________________

4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________

____

____

____

____

____

____

____

9. ____________________
10. ____________________

WRITING STANDARD E-10 – ACTIVITY 3

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: **Use the following information to write a business letter that is in the proper form and correctly punctuated. Use your own paper.**

Heading: 630 Middle Street, Columbus, Ohio
44152, June, 6, 1976

Inside Address: Stick-em Stamp Company,
205 East Second Street,
New York, New York 10016

Salutation: Gentlemen:

Body: Please send me your free collection of special stamps that was advertised in the June issue of Popular Hobbies collection. I am enclosing twenty-five cents to cover postage.

Closing: Yours truly,

Signature: Mrs. Jane Green

WRITING STANDARD E-10 – ACTIVITY 4

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: **Write an appropriate business letter using the following information:**

As secretary for your class, you wish to have a police officer speak to your class as part of a special program for Law Day. Write a letter to the Captain of Police in your city requesting such a speaker. Give the time, date, place, length of program, type of speech (give two or more choices), and any information you think is necessary.

ACTIVITY ANSWER KEY

E-10 – Writing Standard

Activity 1

1) Heading 2) Inside Address 3) Salutation 4) Body 5) Closing
6) Signature

Activity 2

Teacher Check - Answers will vary

Activity 3

630 Middle Street
Columbus, Ohio 44152
June 6, 1976

Stick-em Stamp Company
2[illegible]6 East Second Street
New York, New York 10016

Gentlemen:

Please send me your free collection of special stamps that was advertised in the June issue of Popular Hobbies magazine.

I am enclosing twenty-five cents to cover postage.

Yours truly,

(Mrs.) *Jane Green*

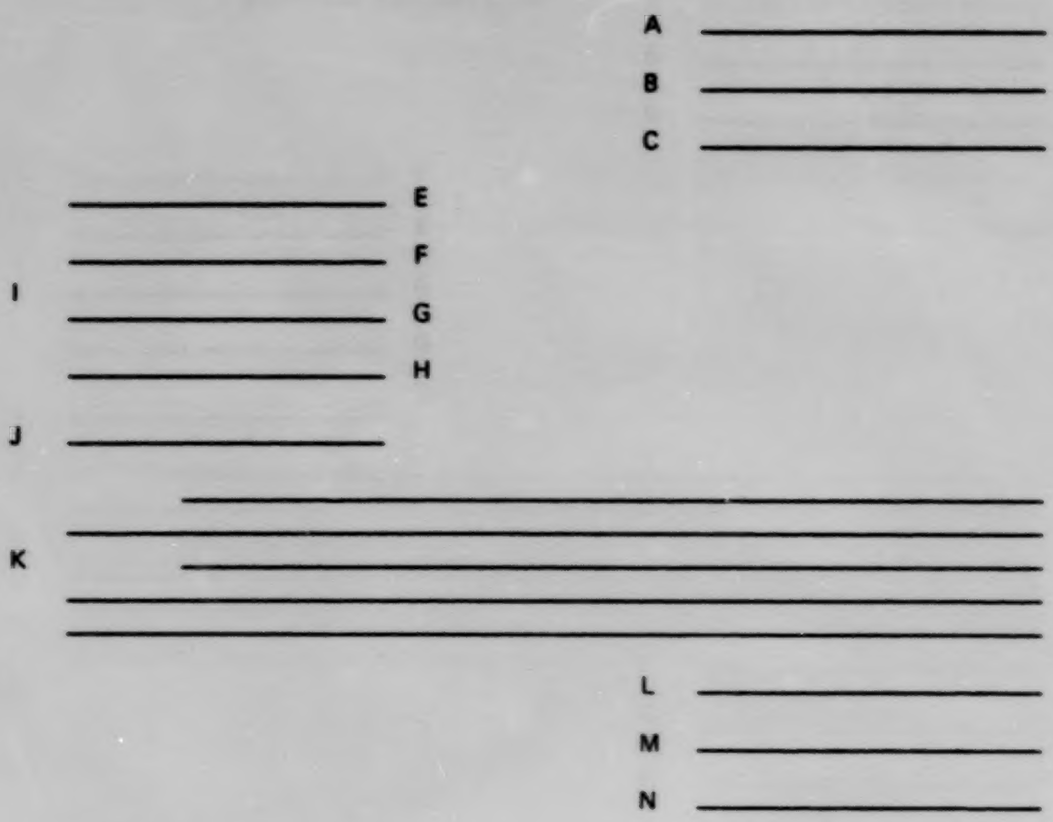
Activity 4

Teacher Check - Answers will vary

WRITING STANDARD E-10 – EVALUATION I

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: **Identify the parts of a business letter from the diagram below. Write your answers on your own paper.**



NOTE:

Answers will come from the following:

- body
- date letter was written
- closing
- writer's street address
- name of person to whom letter is written
- typewritten name of writer
- inside address
- heading
- salutation
- writer's city and state
- company name, etc.
- address of person to whom letter is written
- writer's signature

WRITING STANDARD E-10 – EVALUATION II

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: Read the following parts of a business letter, and then answer the questions that follow. Write the letter of the correct answer on your own paper.

1. 118 Oak Street
   North Palm Beach, Florida 33408
   Nov. 30, 1980

   In this heading what is incorrect?

   a. The state is spelled incorrectly.
   b. Street should be written "St.".
   c. The month is abbreviated.
   d. There should be a comma between the state and zip code.

2. Acme Camping Company
   121 Spruce Street
   Daytona Beach Florida 33221

   In this inside address what is incorrect?

   a. Company should be written "Co.".
   b. There should be a comma between Daytona Beach and Florida.
   c. There should be no zip code in the inside address.
   d. There is nothing wrong.

3. Dear sirs:

   What is incorrect in this salutation?

   a. Sirs should be capitalized.
   b. The colon should be a comma.
   c. It is not one of the recommended business letter salutations.
   d. There is nothing wrong.

4. yours truly,

   What is incorrect in this closing?

   a. Yours should be capitalized.
   b. There should be a colon after truly.
   c. It is not one of the recommended business letter closings.
   d. There is nothing wrong.

5. Sincerely,
   Mr. Robert Ayers

   In this closing what is incorrect?

   a. The closing is not spelled correctly.
   b. There should not be a comma after the closing.
   c. Robert Ayers put "Mr." before his signature.
   d. There is nothing incorrect.

WRITING STANDARD E-10 – EVALUATION III

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

1. Which information best completes the inside address of a business letter?

   A. Rolling Green College
   Office of Admissions
   44 Eastway Drive
   Hickory, 47231

   B. Rolling Green College
   Office of Admissions
   44 Eastway Drive
   August 2, 1980

   C. Rolling Green College
   Office of Admissions
   44 Eastway Drive

   D. Rolling Green College
   Office of Admissions
   44 Eastway Drive
   Hickory, North Carolina 47231

2. Which closing is capitalized correctly?

   A. Yours Very truly,
   B. yours Truly,
   C. sincerely yours
   D. Yours sincerely,

3. Which of the following sentences would be best to include in the body of a letter written to a college admissions office by a student government considering applying for admission?

   A. Please tell me everything about your school.
   B. Please send information about your school.
   C. Please send me your catalog and student handbook.
   D. Please tell me how your school is rated academically.

4. Which salutation is not proper for a business letter?

   A. Dear Louise:
   B. Dear Sirs:
   C. Dear Sir:
   D. Gentlemen:

5. Which signature is not proper for a business letter?

   A. Alice Jones
   B. Mr. Robert Ayers
   C. (Mrs.) Alice Jones
   D. Robert Wolcott

WRITING STANDARD E-10 – EVALUATION IV

USE PROPER FORM TO WRITE A BUSINESS LETTER WHICH CONTAINS NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: **Rewrite correctly each line in which an error occurs in the following business letter. If no error occurs in a line, write no error opposite that number on your paper. Write the answers on your own paper.**

1. Feb. 10, 1980
2. 2701 North Avenue
3. Miami Florida, 32801
4. Mr. Robert Jones
5. Acme Fish Company,
6. 2704 Melrose avenue
7. West Palm Beach Fl. 33403
8. Dear Sir,
9. Very truly Yours
10. Mr. Thomas Snyder

EVALUATION ANSWER KEY

E-10 – Writing Standard

Evaluation I

A. writer's street address B. writer's city and state C. date letter was written
E. name of person to whom letter is written F. company name, etc.
G. address of person to whom the letter is written H. city and state of person to whom the
letter is written I. inside address J. salutation K. body L. closing
M. writer's signature N. typewritten name of writer

Evaluation II

1) c 2) b 3) a 4) a 5) c

Evaluation III

1) d 2) d 3) c 4) a 5) B

Evaluation IV

1) February 10, 1979 2) no error 3) Miami, Florida 32801
4) no error 5) Acme Fish Company 6) 2704 Melrose Avenue
7) West Palm Beach, Florida 33403 8) Dear Sir: 9) Very truly yours,
10) Thomas Synder

E-11: Write a letter of request, adjustment, complaint, or opinion.

WRITING STANDARD E-11 – PREPARATORY SHEET 1

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT, OR OPINION

Following is a brief description of what the terms in the skill mean.

A. A letter of request is written to get something done. If your letter is clear, concise, correct and courteous, it will be more likely to accomplish its purpose. Here are some guidelines:

1. Leave no doubt in the reader's mind about what you want him to know. Say exactly what you mean.
2. Don't waste the reader's time. Avoid phrases like "enclosed please find," "beg to advise", "permit me to say".
3. Check your letter carefully for errors in spelling, grammar and punctuation.
4. Write simply, naturally, and politely. Do not blame or accuse the reader.

SAMPLE LETTER OF REQUEST:

4592 Iris Place
West Palm Beach, Florida 33445
January 9, 1980

Soft Bedding Company
P.O. Box 274
Omaha, Nebraska 69011

Dear Sir:

Two weeks ago, I ordered a pink blanket which was advertised in the newspaper for $14.27. I sent a check to you for that amount, plus tax. However, I have not received the blanket. Please let me know, if it was sent to me.

Very truly yours,

Kenneth Spool

WRITING STANDARD E-11 – PREPARATORY SHEET 2

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

B. Adjustment Letter - This letter is written in answer to complaint letters. When persons make complaints, they usually are justified. You should try to give them satisfaction. Here are some guidelines:

1. Take every complaint seriously. Handle the complaint quickly and make a liberal adjustment.

2. When you can grant full adjustment, do so - and announce it as early as possible in your letter.

SAMPLE ADJUSTMENT LETTER

2635 Main Street
Baton Rouge, Louisiana 70807
March 19, 1980

Mr. John Jackson
6901 West Elm Street
Boca Raton, Florida

Gentlemen:

We are sorry to learn of the problem you have had with your subscription.

We are happy to inform you that steps have been taken to stop the bills which were sent after your payment was received. It is possible that one more bill that we were unable to prevent will reach you; please disregard it.

Very truly yours,

Alan Davis

WRITING STANDARD E-11 – PREPARATORY SHEET 3

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

C. Complaint letter - This letter is one in which a customer points out something that has gone wrong. This may be an error in pricing, wrong merchandise, etc.
Here are some guidelines:

1. Identify the reason for writing, with reference to contract, receipts, dates, etc.
2. Explain as clearly as possible what is wrong.
3. Explain what you want the reader to do to satisfy you.

SAMPLE COMPLAINT LETTER

176 Third Street
New Orleans, Louisiana 70807
March 4, 1980

Cookcraft Metals Company
2576 Power Avenue
West Palm Beach, Florida 33405

Gentlemen:

The Tru-light television we purchased from your company is not giving satisfactory service. The television was purchased on July 19, and it has been necessary for the supplier to make two service calls in three months. The color television does not show color, only black and white.

The Tru-light television is a 25 inch console, no. 537291 with remote control. Would you please have your company either replace the television or take some measure to ensure that the problem is eliminated.

Very truly yours,

Valissa Davis

WRITING STANDARD E-11 – PREPARATORY SHEET 4

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

D. Opinion letter- This letter is written to state your feelings about certain matters. You may write to the newspaper, magazines, etc. to express how you feel about a particular subject.

SAMPLE OPINION LETTER

4872 Forest Hill Blvd.
West Palm Beach, Florida 33402
January 9, 1980

The Post Times
2536 Dixie Highway
West Palm Beach, Florida 33402

Gentlemen:

A good newspaper is never dull nor is the young person who reads one daily. The Times has changed my life. I have become an interesting person. Daily practice in reading skills have made me a more efficient reader. I have learned how to plan my leisure time activities.

The Times is the best newspaper in the world. I hope you continue publishing this great newspaper.

Very truly yours,

James Allison

WRITING STANDARD E-11 – ACTIVITY 1

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: **Write a letter of request using the information given:**

You lost a radio while shopping at Marx Sisters Department Store, Shore Plaza, Palm Beach, Florida 33592 on December 23, 1979. Write the Lost and Found Department reporting your loss and describing the radio. Inquire as to whether it has been found and if so when or where you can pick it up.

WRITING STANDARD E-11 – ACTIVITY 2

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: **Write a letter of Adjustment using the following information:**

You have received the correct merchandise in response to your order to Littlejohn and Company, 20-12 14 Street, Olean, New York 14760, but you have been overcharged by $1.63. Write a letter giving the details and asking for a corrected bill.

WRITING STANDARD E-11 – ACTIVITY 3

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: Write a letter of complaint using the following information:

Write a letter to Hanover House, Hanover, Pennsylvania 17331, pointing out that an order which you sent three weeks ago has not been delivered and that you have not heard from the company. Indicate that you still want the merchandise and repeat all the details of the original order.

WRITING STANDARD E-11 – ACTIVITY 4

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: **Write a letter of opinion using the following information:**

Write a letter to the editor of your high school paper suggesting changes in the election procedure for officers of the student government. Be sure to give your opinions on the matter and why you think they will improve the government at your school.

ACTIVITY ANSWER KEY

E-11 – Writing Standard

Activity 1

Answers will vary - Teacher Check

Activity 2

Answers will vary - Teacher Check

Activity 3

Answers will vary - Teacher Check

Activity 4

Answers will vary - Teacher Check

WRITING STANDARD E-11 – EVALUATION I

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: **Write the answer that describes the kind of letter implied by each of the following statements. Use your own paper.**

A. Complaint

B. Request

C. Opinion

D. Adjustment

1. Please send a catalog to my address.
2. I think President Carter will win the election.
3. The material you sent was torn at the edges.
4. I received the merchandise, but was overcharged.
5. Your editorial on Tuesday was an insult.

WRITING STANDARD E-11 – EVALUATION II

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: **Write the letter of the answer that describes the kind of letter implied by each of the following statements. Use your own paper.**

A. Complaint

B. Request

C. Opinion

D. Adjustment

1. A letter written to a principal of a junior high school asking for a copy of rules and regulations governing student behavior at his school.
2. The school newspaper should never print names of students involved in pranks.
3. The school dance was held too early in the evening for students to attend.
4. Please send me the refund in cash because I overpaid the bill.
5. The class president should be reelected to office.

WRITING STANDARD E-11 – EVALUATION III

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

DIRECTIONS: Write the letter of the answer that describes the kind of letter implied by each of the following statements. Use your own paper.

A. Complaint

B. Request

C. Opinion

D. Adjustment

1. This letter is written to give satisfaction to the customer.
2. This letter is written to the newspaper, etc. to state feelings on a topic.
3. This letter is written to express displeasure with a product.
4. This letter is written to make corrections in a purchase or product.
5. This letter is written to give a reaction to a situation.

WRITING STANDARD E-11 – EVALUATION IV

WRITE A LETTER OF REQUEST, ADJUSTMENT, COMPLAINT OR OPINION

A. Write a letter of request using the proper format.

B. Write a letter of adjustment using the proper format.

C. Write a letter of complaint using the proper format.

D. Write a letter of opinion using the proper format.

EVALUATION ANSWER KEY

E-11 — Writing Standard

Evaluation I

1) b 2) c 3) a 4) d 5) c

Evaluation II

1) b 2) c 3) a 4) d 5) c

Evaluation III

1) b 2) c 3) a 4) d 5) c

Evaluation IV

Teacher Check- Answers will vary

E-12: Write a letter of application.

WRITING STANDARD E-12 – PREPARATORY SHEET 1

WRITE A LETTER OF APPLICATION

EXPLANATION:

The letter of application is your way of introducing yourself to an employer. It should present a picture that is complete enough so that future employers can decide whether or not they want to find out even more about you. Your desire, of course, is that the letter will result in an interview. Your letter of application is a selling letter. This letter represents you.

Here are some guidelines for writing a letter of application.

1. The letter should be neat, correct and well-written. Always use ink or type the letter.
2. State where and how you learned of the opening.
3. State your qualifications, but don't "brag".
4. State your experience, if any.
5. Give references; usually at least one each for character, schooling and experience.
6. Ask for an interview.

WRITING STANDARD E-12 – PREPARATORY SHEET 2

WRITE A LETTER OF APPLICATION

SAMPLE LETTER OF APPLICATION

660 West 39th Street
West Palm Beach, Florida 33402
March 17, 1980

Box 87
The Post
West Palm Beach, Florida 33402

Gentlemen:

I noticed your want ad in this morning's Post and should like to apply for the position of salesman. You will find, I feel certain, that my qualifications meet with your requirements.

I am eighteen years of age, and have just graduated from the North Tech Commercial High School. My high-school course included two years of merchandising. During the past two summers I worked in the leather goods department of William Fitch and Company.

For Character:

Mr. John Williams
Director of Y.M.C.A.
2241 Dixie Highway
West Palm Beach, Florida

For Experience:

Mr. Paul Adams
William Fitch and Company
216 Military Trail
West Palm Beach, Florida

For Scholarship:

Mr. R. Copper
North Tech Commercial High School
West Palm Beach, Florida

If you will grant me an interview, I shall be glad to come to your office any afternoon this week, except Thursday.

Very truly yours,

Gerald Colins

WRITING STANDARD E-12 – ACTIVITY 1

WRITE A LETTER OF APPLICATION

DIRECTIONS: Roger Dean's Chevrolet has advertised for a salesman in their used car department. Answer the advertisement in a letter of application.

WRITING STANDARD E-12 – ACTIVITY 2

WRITE A LETTER OF APPLICATION

DIRECTIONS: **Examine the following letter of application. What faults and mistakes do you notice? Point out errors, then rewrite the letter.**

641 James Road
New Orleans, Louisiana 70808
May 30, 1980

Dagwood and Sons, Incorporated
1218 Worthington Road
New Orleans, Louisiana 70808

Gentlemen:

I am a very good file clerk. If your are smart, you will hire me for the job. I did not graduate from Scotlandville High School because of some disagreements, but I know how to file. You will discover this when you hire me.

I have always liked filing and I am very neat. You will be satisfied with me.

Yours very truly,

Your new file clerk,

Jerry Hunter

WRITING STANDARD E-12 – ACTIVITY 3

WRITE A LETTER OF APPLICATION

DIRECTIONS: A friend of yours who has just left the company tells you that the National Insurance Company needs an operator for an addressing machine. Apply for the job by letter.

WRITING STANDARD E-12 – ACTIVITY 4

WRITE A LETTER OF APPLICATION

DIRECTIONS: Answer the following help-wanted advertisement:

Wanted High School student to work during June, July, and August. Apply Eckerd's Drugstore, Corner of Forest Hill and Dixie.

ACTIVITY ANSWER KEY

E-12 — Writing Standard

Activity 1

Teacher Check - Answers will vary

Activity 2

Teacher Check- Answers will vary

Activity 3

Teacher Check- Answers will vary

Activity 4

Teacher Check- Answers will vary

WRITING STANDARD E-12 – EVALUATION I

WRITE A LETTER OF APPLICATION

DIRECTIONS: **Write the answers that best describe the letter of application. Write the answers on your own paper.**

1. The letter of application is your way of introducing yourself to the future employer.
2. The letter of application represents you to the employer.
3. The letter of application tells how you spent your summer vacation.
4. The letter should be neat, concise, and to the point.
5. You should state your qualifications, but do not brag.
6. Your letter should request an interview.
7. Your letter should include all the names of your friends and family.
8. Be sure to give three references in the letter of application.
9. Never expose to the future employer where you heard about the job.
10. Use a number two pencil for writing the letter of application.

WRITING STANDARD E-12 – EVALUATION II

WRITE A LETTER OF APPLICATION

DIRECTIONS: Ronald's Meat Market has advertised in your local newspaper for a boy to assist Friday evenings and all day Saturday. Answer the advertisement. Be sure to use the proper form for the letter of application.

EVALUATION ANSWER KEY

E-12 – Writing Standard

Evaluation I

1, 2, 4, 5, 6, 8

Evaluation II

Teacher Check - Answers will vary

E-13: Write a classified advertisement using specific information provided.

WRITING STANDARD E-13 – PREPARATORY SHEET 1

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

EXPLANATION:

Advertising is necessary to the operation of American newspapers because it furnishes about two-thirds of all the revenues of the typical paper. Without advertising a modern newspaper could not possibly survive unless it charged the reader an extremely high price- perhaps as much as a dollar per-copy.

TYPES OF ADVERTISING:

1. Display advertising - large areas of space taken by one firm. This is sold by the column inch.

2. Classified advertising - sold by the line and used for such purposes as:

    1) real-estate offerings
    2) help wanted
    3) situations wanted
    4) merchandise offered for sale by individuals rather than by stores or manufacturers.

Classified ads are short and to the point. They should tell the 5 W's: who, what, when, where, and how.

WRITING STANDARD E-13 – PREPARATORY SHEET 2

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

WORDS TO KNOW AND ABBREVIATIONS USED IN CLASSIFIED ADVERTISING

A. Words to Know

1. ample - plenty of
2. available - ready, able to be gotten
3. clearance - selling everything, cleaning out of the store
4. credit - money given as a loan
5. install - put down
6. limited - only a few
7. remnants - last pieces; ends of rolls
8. efficiency - one room apartment with a small kitchen
9. high rise - very tall building
10. occupancy - living in or occupying an apartment
11. references - information about you from others
12. utlities - gas, heat, electricity in an apartment or house
13. resumé - written information about yourself

B. Abbreviations

1. lic. - license
2. opt. - optional
3. reg. - regularly
4. yd. - yard (measurement)
5. bdrm. - bedroom
6. cpl. - couple, two people
7. efficy. - efficiency
8. furn. - with furniture
9. pref. - preferred
10. sgle. - single
11. pt. tm. - part time
12. pvt. - private
13. vic. - vicinity

WRITING STANDARD E-13 – PREPARATORY SHEET 3

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

C. SAMPLE OF A DISPLAY ADVERTISEMENT

CARPET SALE – WIDE SELECTION

Tweed	Polyster	Plush
$8.95 yd.	$6.95	$7.95

Completely installed

William's Carpet 6873 H. Ave. Lake Worth
Call 555-2811

D. SAMPLE OF A CLASSIFIED ADVERTISEMENT

Modern Apt. 1st flr. 4 rms & b.
bdrm. livrm., kit. & laundry rm.
No Child. $160 215-7320

1.	15th & Synder 2nd flr. Mod 3 rms Adults welcome $275 mo. 732-8721 After 5:00 p.m.	Real Estate
2.	Tailor, pt. tm. 3 days a week Call Tim 8-12 days 683-2111	Help Wanted
3.	Exp. painter needs work Call Hal 832-8621 Ref.	Situation Wanted
4.	For Sale large blue bed, antique, cheap Call 832-7612	Merchandise Offered

WRITING STANDARD E-13 – ACTIVITY 1

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write a classified advertisement using the following information given. Use your own paper.**

Apartment for rent

227 South Ave. A

2 bedrooms, 1 bath

No Children

$275 a month

526-3781

WRITING STANDARD E-13 – ACTIVITY 2

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: Using the items given below, write your own classified ad. Use your own paper.

Ivy's Clothing Store

a clerk

$125 a week

Hours 8 to 6, some overtime

apply in person

WRITING STANDARD E-13 – ACTIVITY 3

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write a classified advertisement using the information given below. Use your own paper.**

Experienced auto mechanic

Have 5 years experience

Clean cut

Have own transportation

Will accept salary of $500.00 a month

Call 832-7928 - Phil

WRITING STANDARD E-13 – ACTIVITY 4

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write a classified advertisement using the information given below. Use your own paper.**

For Sale

German Shepherd puppy

5 months, Brown and White

She is very kind to children and adults

Her name is "Cherrie"

We are asking $100.00 or a trade

Call 632-7890 after 6:00 p.m.

WRITING STANDARD E-13 – ACTIVITY 5

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: Following are two versions of an advertisement for shoes which might be run by a local shoe store. Study both carefully. Which do you think is a better advertisement? Why do you think it will get people to buy shoes? On your own paper give reasons to support your judgement.

ADVERTISEMENT 1

These are the best shoes in all Florida, we honestly believe the above or we wouldn't say it.

1. Their style is beautiful (Hear the "ohs" and "ahs" of the girls as you wear them.)
2. They will wear like iron. (They are very durable.)
3. The price is right. (Visit our store and find out.)

ADVERTISEMENT 2

Every price cut one dollar from spring catalog.
Heel to toe foam rubber. Fashioned of extra
fine leather (U.S. Premium) Goodyear Welt
Construction Crush-proof Perma Counters
Leather soles and rubber heels.
Shipping weight 2 lbs. 12 ozs.
Popular Plateau Oxford Styles $12.99

ACTIVITY ANSWER KEY

E-13 — Writing Standard

Activity 1

Teacher Check - Answers will vary

Activity 2

Teacher Check - Answers will vary

Activity 3

Teacher Check - Answers will vary

Activity 4

Teacher Check - Answers will vary

Activity 5

Teacher Check - Answers will vary

WRITING STANDARD E-13 – EVALUATION I

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write the answer that describes the kind of advertisement implied by each of the following statements.**

A. Real Estate Offering
B. Help Wanted
C. Situations Wanted
D. Merchandise For Sale

1. Large estate for sale to the highest bidder.

2. A 1972, Pontiac is for sale asking $1,000.00

3. Needed experienced baker to make pies and cookies at a local bakery.

4. Man with 10 years experience in lawn care is looking for steady employment.

5. For Sale a large sofa and chair excellent condition.

WRITING STANDARD E-13 – EVALUATION II

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write out the complete words for the abbreviations given below. Use your own paper.**

1. pt. tm.
2. lic.
3. yd.
4. efficy.
5. reg.
6. pref.
7. opt.
8. sgl.
9. bdrm.
10. furn.

WRITING STANDARD E-13 – EVALUATION III

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write a classified advertisement of your own. Use the "real estate" format.**

WRITING STANDARD E-13 – EVALUATION IV

WRITE A CLASSIFIED ADVERTISEMENT USING SPECIFIC INFORMATION PROVIDED

DIRECTIONS: **Write a classified advertisement using the "situation wanted" format.**

EVALUATION ANSWER KEY

E-13 — Writing Standard

Evaluation I

1) a 2) d 3) b 4) c 5) d

Evaluation II

1) part-time
2) license
3) yard
4) efficiency
5) regularly
6) preferred
7) optional
8) single
9) bedroom
10) with furniture

Evaluation III

Teacher Check - Answers will vary

Evaluation IV

Teacher Check - Answers will vary

E-14: Write notes and assignments which contain necessary and accurate information.

WRITING STANDARD E-14 – PREPARATORY SHEET 1

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

EXPLANATION:

You will get more from reading if you note the author's plan of organizing his material. Concentrate on the ideas presented and make an **outline** of the main points and the supporting details.

A **Making a simple Outline:**

Read the following paragraph and complete the outline at the end, using your own words where possible.

A good reader does more than send his eye over lines of print. He is able to find the main idea in a selection. He can point out or recall the important details that support the main idea. A thinking reader draws conclusions from his reading and relates new information to his background of experience. He constantly enlarges his vocabulary with the new words he meets in print. The good reader uses his reading to enrich his life.

The skilled reader can do these things:

1.
2.
3.
4.
5.
6.

B. **Making an outline is an orderly way of planning. For a report on Food from the Sea, your outline might look like this:**

I. Fish
    A. Salmon
    B. Barracuda
    C. Tuna

II. Shellfish
    A. Oysters
    B. Crabs
    C. Lobsters

WRITING STANDARD E-14 – PREPARATORY SHEET 2

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

EXPLANATION:

You will get more from reading if you note the author's plan of organizing his material. Concentrate on the ideas presented and make an outline of the main points and the supporting details.

A. **Hints for taking notes on what you read:**

1. Read the lesson through without writing a single word. Watch for signals of important ideas - italics, boldface, numbered points, and topic sentences.
2. Think over what you have read; or better yet, close your book and say it aloud.
3. As you read the lesson again, write down the main points briefly in your own words.
4. Group notes under headings. Under the main topics list the details used to illustrate or prove the point. Do not try to write everything down. Your notes should be complete but brief.
5. Use freely abbreviations, contractions, &, +, –, and other symbols which you will understand when you read your notes. Omit a, an, the and other unnecessary words. Make sure you understand your abbreviations and contractions.

B. **The important next step, after you have gathered your information is to organize it so you can use it. Unless you do so, you are likely to be confused by all the details you have collected. You organize your material by developing a final outline for your report, etc. Practice in outlining can help you to present your ideas in a logical and persuasive manner.**

WRITING STANDARD E-14 – ACTIVITY 1

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

TEACHER DIRECTED

DIRECTIONS: **Read the following article carefully, taking notes on the most important ideas. Using only your notes answer the questions that follow.**

"The Great Mob Party"

Once in a while the catching of real crooks can be almost as exciting as television, and even more creative.

Early in 1976 six Washington police officers, with the help of the FBI and with a great idea, started PFF, Inc. Acting as "fences" – buyers of stolen goods – they rented an abandoned warehouse in a disreputable neighborhood and hung out their shingle. On the streets and the back alleys of Washington, they passed out their business cards. PFF, Inc., they said, was in the appliance business–television sets, typewriters, anything.

What the cards didn't say, of course, was that PFF, Inc. stood for "Police-FBI Fencing, Incognito."

The word spread through Washington's underworld, and soon the thieves began arriving with stereo sets, electric typewriters, electric stoves, and guns. They came with counterfeit money and stolen credit cards, with candelabra, with bear-skin rugs. One thief showed up lugging a heart-lung resuscitator stolen from a local hospital. Another came with over a million dollars in government checks stolen from a federal agency.

Their clients were impressed. One client who inquired about a possible job as a PFF "hit" person filled out an application, listing as experience a previously unsolved murder in Maryland.

Business was good. The police were paying $25 for a $400 typewriter, $750 for that million in government checks.

Finally, they arranged a formal "party" for everyone to meet the New York mob boss, who, they said, wanted to thank all these friends for the wonderful job they had done. It was a great social occasion. More than 100 of the best PFF clients showed up, many in formal dinner jackets, checking their guns at the door. And then – surprise!

All told, 108 arrests were made that night at PFF, and another twenty-five later. More than $2,400,000 in stolen property was recovered, and the police were able to begin investigating some 10,000 unsolved crimes based on leads developed at PFF!

WRITING STANDARD E-14 – ACTIVITY 1

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

(Cont.)

1. When was PFF, Inc. started?

   a. 1956
   b. 1967
   c. 1796
   d. 1976

2. The Washington police officers were aided by the:

   a. Internal Revenue Service
   b. Justice Department
   c. FBI
   d. Secret Service

3. Another thief had over a million dollars worth of government:

   a. Bonds
   b. Receipts
   c. Shares
   d. Checks

4. That night the officers arrested a total of:

   a. 200 persons
   b. 108 persons
   c. 1,000 persons
   d. 133 persons

5. Stolen property was recovered amounting to:

   a. $10,000
   b. $1,000,000
   c. $24,000,000
   d. $2,400,000

WRITING STANDARD E-14 – ACTIVITY 2

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

TEACHER DIRECTED

DIRECTIONS: **Read the following selection then select necessary and accurate information. On your paper arrange the details in order. Make a working outline for this selection. Then using only your outline, answer the questions on the next page.**

Today space scientists know quite a bit about the effects of weightlessness and high acceleration forces on astronauts. Yet it was not always so. In 1961, when the rocket scientists were ready to launch the first manned orbital flights, biologists were nervous. Humans, they thought, might be too fragile for space flight.

They were wrong. Humans proved to be one of the most flexible, intelligent, and adaptable elements of the space program. But it was not a human who proved it; it was Enos, five-year-old chimpanzee.

Enos was not the first primate in space. Ten years earlier, Albert, a rhesus monkey, had flown a V-2 rocket, but he died when the oxygen system failed. Later, Albert II survived a similar flight, only to die on impact when his parachute failed to open. Ham, a chimpanzee, did survive a 422-mile, sisxteen-minute flight, despite several equipment mishaps.

The flight of Enos, however, was the first real test of prolonged weightlessness. It was scheduled to last over three hours and cover two full orbits of the earth.

Not only was Enos wired for biological response, but he was assigned complicated cockpit tasks. First, Enos was to work certain levers to turn off specifc lights. Otherwise, he would receive mild foot shocks. Second, Enos was to press a different lever within twenty seconds after a green light appeared. His reward: a drink of water.

A third experiment had Enos pulling a lever fifty times—no more, no less—to get a banana pellet. A last experiment worked like a Las Vegas "one-armed bandit" slot machine. Enos pulled levers when he saw various combinations of circles, triangles, and squares. Otherwise, that foot shock again.

Launched into space on November 29, 1961, Enos proved to be an all-time-champ chimp. He turned off lights correctly four different times. He won forty-seven measures of water—all he wanted. He earned thirteen banana pellets, and he worked the one-armed bandit perfectly, even though the bandit machine went haywire and shocked him for correct responses!

The roster of space pioneers contains not only human names.

WRITING STANDARD E-14 – ACTIVITY 2

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

(Cont.)

1. When was the first orbital space flight launched?

   a. 1951
   b. 1941
   c. 1965
   d. 1961

2. It was discovered that the most adaptable program element was:

   a. Dogs
   b. Rocket engines
   c. Computers
   d. Humans

3. The name of the chimp that did survive was:

   a. Sam
   b. Ham
   c. Harry
   d. Herman

4. In another experiment, Enos pulled a lever:

   a. Ten times
   b. A hundred times
   c. two times
   d. Fifty times

5. Enos worked the one arm bandit perfectly even though the machine:

   a. Shocked him at the wrong time.
   b. Was empty
   c. Fell apart
   d. Reveived the wrong signal from earth.

WRITING STANDARD E-14 – ACTIVITY 3
WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

TEACHER DIRECTED

DIRECTIONS: **Read the following assignment to the class. Ask them to take notes on only the pertinent information they will need to complete the assignment. Have students discuss the notes they took and make deletions or additions where necessary.**

The Science Fair is a very important event at our school as you all know. We have had first place winners for five years in a row. This year the Science Fair will be held on February 20th. I expect each and every one of you to attempt a "prize-winning" project.

I would like to see a topic submitted on December 1st. After your topic has been approved, you may begin your experiment. On January 5th you must give me an outline of the steps you will follow. Be very thorough.

On February 2nd I expect to have in my hands a report detailing your experiment which includes an introduction, a body, and a conclusion. No excuses will be accepted for lateness.

On February 9th you are to bring your project to school for a preliminary grading and review. I will make suggestions for improvement.

You final project is due at 2:00 p.m. on February 16th. Take them to the cafeteria. A committee will be present to evaluate the project submitted.

Good luck. You'll need it.

WRITING STANDARD E-14 – ACTIVITY 4

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

TEACHER DIRECTED

DIRECTIONS: Read this news story carefully. , and take notes. Then, using only your notes answer the questions that follow.

Group Calls Wildlife Endangered by Litter

WASHINGTON, Feb. 12 (UPI) —Endangered brown pelicans have died with their feet and heads stuck in plastic six-pack binders and porcupines have starved with their heads trapped in empty cans, a wildlife group said in a statement released today.

The Defenders of Wildlife said a number of the 70 billion throwaway containers produced each year not only are a major cause of litter but also "maim and destroy all types of wildlife from Canada geese to trout and porcupines."

"Large areas of inland marsh, among the most productive of wildlife habitats, have been and are being smothered by reeking mountains of trash, "said the group's Tom Garrett.

The group supports bills pending in Congress that would require a minimum 5-cent deposit on all beer and soft-drink containers.

The Defenders of Wildlife said birds were curious about six-pack binders and often nibbled or dived at them. Biologists in Michigan have reported that a Canada goose with a six-pack plastic ring loosely fitted over its neck was abandoned by its mate and flock, which found "the trash decoration bizarre."

WRITING STANDARD E-14 – ACTIVITY 4

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

(Cont.)

1. Endangered brown ______________ have died with their feet and heads stuck in six-pack binders.

    a. pelicans
    b. porcupines
    c. geese
    d. trout

2. 70 ______________ throwaway containers are produced each year.

    a. million
    b. trillion
    c. thousand
    d. billion

3. The group supports bills pending that would require a __________________ on all beer and soft drink containers.

    a. sales tax
    b. 5-cent deposit
    c. ban
    d. license

4. Biologists have found that a Canada Goose with a six-pack plastic ring over its neck was __________________.

    a. supported by its flock
    b. exiled
    c. abandon by its mate
    d. left for dead

ACTIVITY ANSWER KEY

E-14 – Writing Standard

Activity 1

1) D 2) C 3) D 4) B 5) D

Activity 2

1) D 2) D 3) B 4) D 5) A

Activity 3

Answers will vary - Teacher Check

Activity 4

1) A 2) D 3) B 4) C

WRITING STANDARD E-14 – EVALUATION I

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

DIRECTIONS: Use the sentences below to determine what your assignment is. Write the necessary information from the sentences.

1. Go to the library and find a book on O'Henry that you think you would enjoy.
2. Read five of his short stories.
3. Write a short summary of each story.
4. The summaries are due on March 12th.
5. Each summary should contain a description of characters, setting and plot.
6. Be sure to use pen or type.
7. Neatness is very important.
8. Each summary should be one page or more.
9. Watch for grammatical errors.
10. Proofread your work before you turn it in.

WRITING STANDARD E-14 – EVALUATION II

WRITE NOTES AND ASSIGNMENTS WHICH CONTAIN NECESSARY AND ACCURATE INFORMATION

TEACHER DIRECTED

DIRECTIONS: Read the following selections to the class. Have students take notes. Then, using only their notes have them answer the questions that follow.

The Nightmare Voyage

When Captain and Mrs. Henri Bourden bought a forty-five-foot yacht while on a visit to Singapore, they did it on impulse. Captain Bourden was an airline pilot; he and his wife knew little about sailing. So it was on impulse, too, that they decided to sail the yacht back to France.

For the first few weeks at sea everything went well. Then in December a storm struck, driving their yacht 500 miles south of its course. The Bourdens were swept ashore on desolate Bathurst Island, near Australia, as their yacht broke apart.

They were, of course, grateful to be alive and apparently safe. But Bathurst was mostly a thick, swampy rain forest inhabited by snakes and crocodiles.

The couple made camp on the beach and waited to be rescued. After two weeks their food was gone, and for the next six weeks they ate whatever creatures they could catch: snails, lizards, and birds.

Though reasonably safe on the beach, they often had to venture inland in search of food. Once they were trapped knee-deep in a swamp, surrounded by wild animals, for three nightmarish days. Eventually the Bourdens struggled free of the ooze, but after that they realized that they couldn't remain on that treacherous island. They would have to try for Australia.

They built a raft from bits and pieces of their smashed yacht, and pushed their clumsy craft out into the shark-filled sea. Before long, they wished they were back on their miserable island.

Their raft's wood was so dry that it absorbed a great deal of water. Soon it was gradually sinking! They floated for some eighty hours–sinking, and totally alone on the vast Indian Ocean.

They were certain their lives were nearly over. "It would just be a matter of hours," Mrs. Bourden said later.

Suddenly the couple sighted a ship in the distance, the coastal craft Betty Jane. With a fervent prayer, Captain Bourden fired the one smoke flare he had saved from the yacht.

The ship's captain thought the small, distant object might be a navy target, and was about to turn away. Then he saw the smoke, and noticed two people seemingly standing in the water.

"It was the most amazing sight," he said. "I couldn't believe my eyes."

The Bourdens have since given up yachting.

EVALUATION ANSWER KEY

E-14 — Writing Standard

Evaluation I

Answers will vary - Teacher Check

Evaluation II

1) B 2) D 3) D 4) C 5) D
6) A 7) C 8) B 9) A 10) D

WRITING STANDARD--F

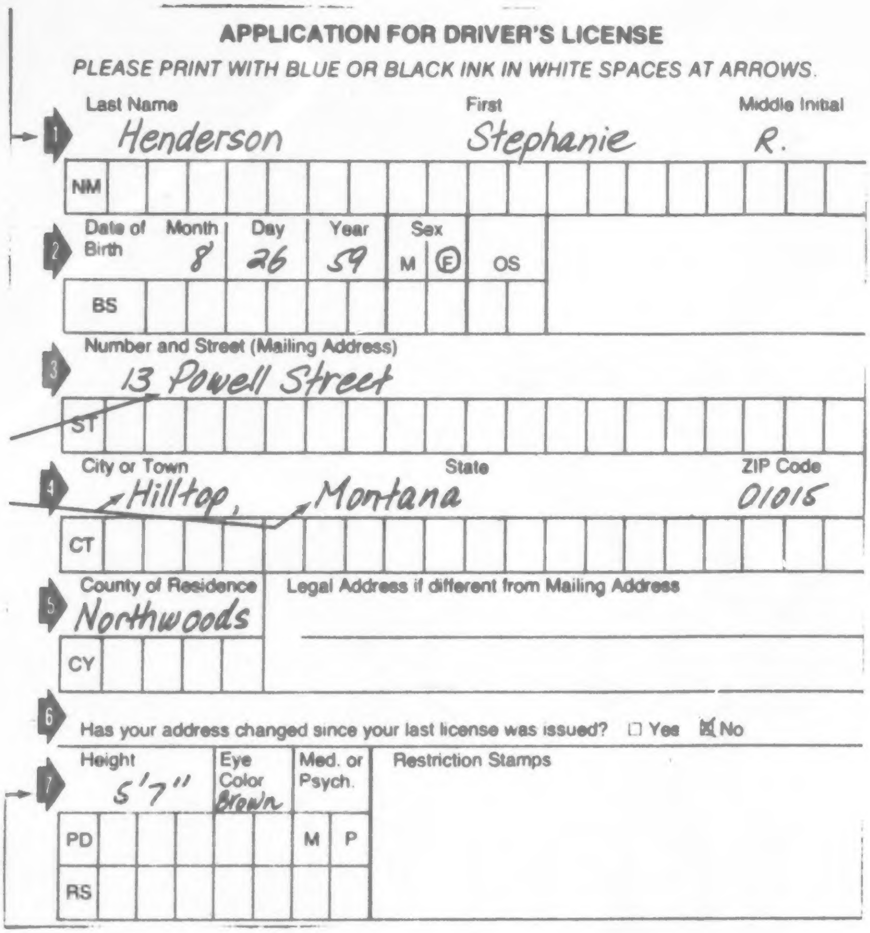
The student will fill out common forms.

F-15: Complete forms used to apply for a driver's license.

WRITING STANDARD F-15 - PREPARATORY SHEET 1

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE.

DIRECTIONS: **Study the following application for a driver's license. Note that the application asks for the information to be printed.**



APPLICATION FOR DRIVER'S LICENSE

PLEASE PRINT WITH BLUE OR BLACK INK IN WHITE SPACES AT ARROWS.

1 Last Name: Henderson First: Stephanie Middle Initial: R.

NM

2 Date of Birth Month: 8 Day: 26 Year: 59 Sex: M [✓ F] OS

BS

3 Number and Street (Mailing Address): 13 Powell Street

ST

4 City or Town: Hilltop, State: Montana ZIP Code: 01015

CT

5 County of Residence: Northwoods Legal Address if different from Mailing Address:

CY

6 Has your address changed since your last license was issued? ☐ Yes ☒ No

7 Height: 5'7" Eye Color: Brown Med. or Psych. Restriction Stamps

PD M P

RS

WRITING STANDARD F-15 – ACTIVITY 1

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE.

DIRECTIONS: Match the following words and definitions as they relate to a driver's license. Write the letter of the correct answer on your own paper.

1. ailment
2. baptismal certificate
3. condition
4. conviction
5. convulsive disorder
6. current
7. denied
8. epilepsy
9. forfeiture
10. infraction
11. Junior Operator
12. legal address
13. mailing address
14. revoked
15. valid

a. situation, state of health
b. being used now, at present
c. illness of the nervous system
d. taken away
e. sickness, illness
f. address to where mail should be sent
g. giving up; handing over
h. not given, refused
i. proper, legal
j. document stating you have been baptized
k. your home address, where you live
l. breaking the law
m. violent shaking of the body
n. driver under a certain age
o. found guilty of a crime

WRITING STANDARD F-15 – ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE.

DIRECTIONS: **Accurately complete the Application For a Driver's License that follows. Before you begin read the tips provided in the box.**

THINK ABOUT THIS

Before you start to fill out the APPLICATION FOR A DRIVER'S LICENSE, read the form to be certain that you know what is being asked.

On the top of the page, you will see an instruction that reads: "Please print with blue or black ink in the white spaces at arrows." Do not write in the shaded areas.

On the back, this form has more information for you. (Forms are like that. They give directions.) This form says: "Answer all questions that apply to you."

If you have never applied for a driver's license before, fill out Section A. Read carefully and fill out Section B. You might want to skip Section C, but you must read and sign Section D.

NOW BEGIN!

WRITING STANDARD F-15 — ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE

(Cont.)

ANSWER ALL QUESTIONS WHICH APPLY TO YOU.

A

Learner's Permit or Original for persons under 18 years old.

NOTARIZED CONSENT OF PARENT OR GUARDIAN

I am the parent or guardian of the applicant named and hereby I consent to the issuance of a permit or license to said applicant.

Signature of Parent or Guardian ____________ Relationship to Applicant ____________ Date ________

County of ____________

City of ____________ On this ____ Day of ____________ 19 ______

before me personally came ____________
(name of parent or guardian)

to me known and known to me to be the person described in and who executed the foregoing consent, and (s)he duly acknowledged to me that (s)he executed the same.

Notary Public or Commissioner of Deeds ____________ My Commission Expires on ____________

B

All applicants must answer all questions in this section.

For a duplicate, renewal or amended license have the conditions mentioned below occurred since your last license was issued? For an original or reciprocity license have the conditions mentioned ever occurred?

WRITE Yes or No

1. Have you had or been treated for a convulsive disorder, epilepsy, fainting or dizzy spells, or any condition which caused unconsciousness? ______
2. Have you been treated for a heart ailment? ______
3. Have you had any mental illness for which you have been confined to any hospital or institution? ______
4. Have you been confined to an institution or received treatment for narcotics addiction? ______

If you answered "yes" to questions 1,2,3, or 4 above, get Form MV 80 and follow the instructions on that form.

5. Have you been found guilty of ANY crime, offense or traffic infraction (except parking violations), or forfeited bail in any court either in this state or elsewhere? ______

If yes, give details below.

Date	Crime, Infraction, Offense	Court and Location

WRITE Yes or No

6. Do you have any physical disability or have you suffered the loss of, or the loss of the use of a leg, hand, foot or eye? (If yes, give details below.) ______
7. Have you ever had a license, permit, or license privilege to operate a motor vehicle refused, suspended, revoked or cancelled, or an application for a Driver's License denied in this state or elsewhere? ______

If yes, give reasons below. If accident was involved give date and place.

8. Have you operated a vehicle while under suspension or revocation? ______

If yes, give the most recent date of such operation.

Give details with dates here

C

Reciprocity

I request that the road test be waived based on my possession of the following current out of state or military license; if not current, license is within one year of expiration date.

☐ Operator ☐ Chauffeur ☐ Motorcycle ☐ Multi-type ____________ (Specify)

This license was issued by the State of ____________ Driver License No. ____________ Expiration Date ____________

D

All Licenses

I, the undersigned, state that the information I have given in the foregoing application is true to the best of my knowledge and belief.

SIGN HERE ____________
Sign name in full. A married woman must use her own first name.

THIS BOX FOR OFFICE USE ONLY—Applicant must sign in the presence of each examiner.

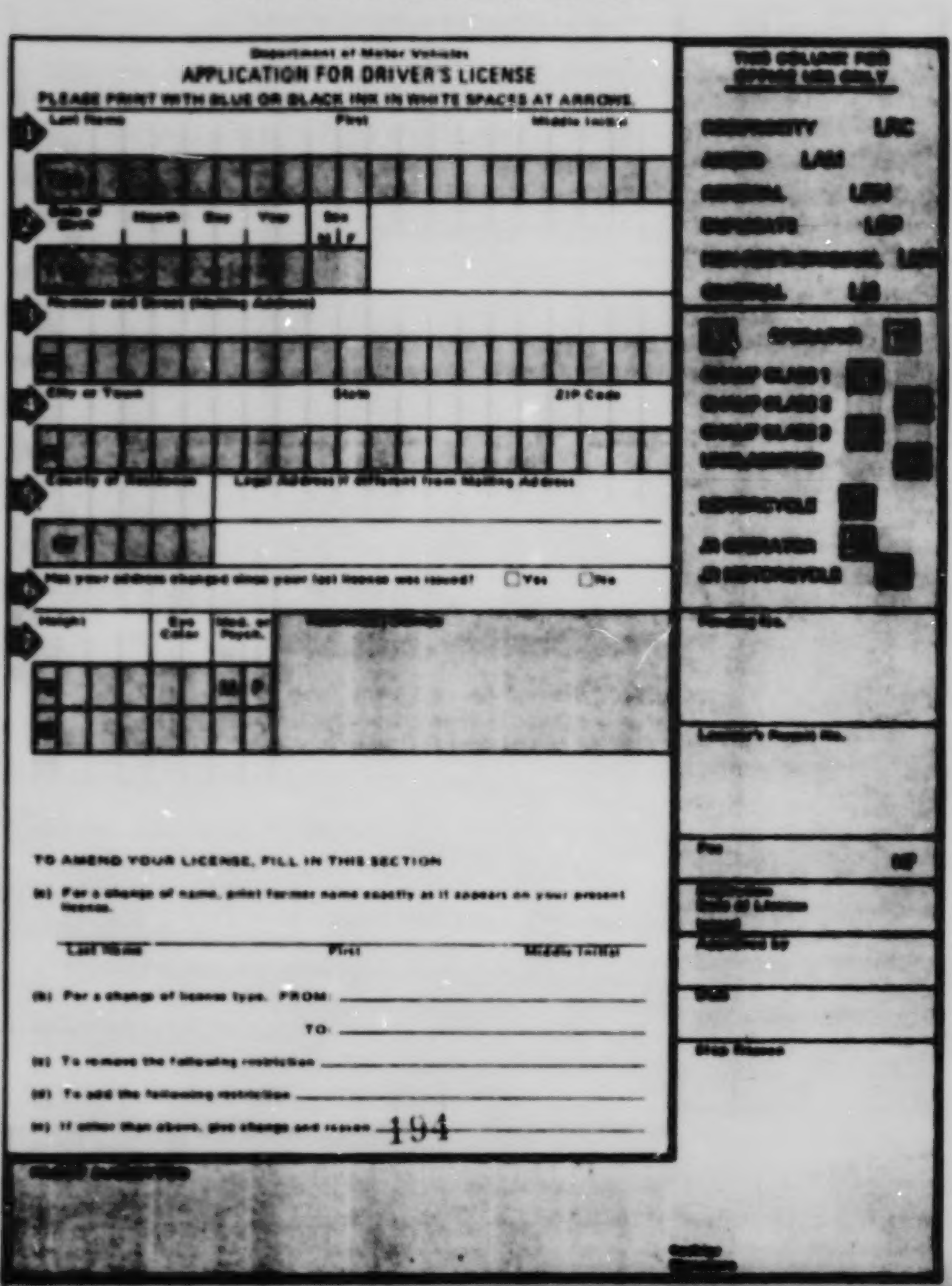
	Applicant's Signature	Examiner's Signature if Pass	Date
Written Test			
Road Sign Test			
Vision & Color			

WRITING STANDARD F-15 — ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE

(Cont.)

APPLICATION FOR A DRIVER'S LICENSE



Department of Motor Vehicles

APPLICATION FOR DRIVER'S LICENSE

PLEASE PRINT WITH BLUE OR BLACK INK IN WHITE SPACES AT ARROWS

1 Last Name First Middle Initial

2 Date of Birth Month Day Year Sex M F

3 Number and Street (Mailing Address)

4 City or Town State ZIP Code

5 County of Residence Legal Address if different from Mailing Address

6 Has your address changed since your last license was issued? ☐ Yes ☐ No

7 Height Eye Color Med. or Psych. [illegible]

THIS COLUMN FOR OFFICE USE ONLY

[illegible] LRC

[illegible] LAM

[illegible] LCM

[illegible] LEP

[illegible] LS

[illegible]

[illegible] Reading No.

[illegible] Report No.

Fee

[illegible]

Date

[illegible]

TO AMEND YOUR LICENSE, FILL IN THIS SECTION

(a) For a change of name, print former name exactly as it appears on your present license.

Last Name First Middle Initial

(b) For a change of license type. FROM: ____________

TO: ____________

(c) To remove the following restriction ____________

(d) To add the following restriction ____________

(e) If other than above, give change and reason ____________

WRITING STANDARD F-15 – ACTIVITY 3

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE

DIRECTIONS: Answer the following questions which refer to the driver's license application in Activity 2.

1. Can you use a pencil to fill out the form?
2. Do you have to print the answers in the blocks?
3. Does the applicant print the answers in the white spaces?
4. Are the mailing address and legal address always the same?
5. Does a learner's permit have to be notarized?
6. In Section B, does every applicant have to reply to all the questions?
7. If an applicant already has another license, must he give this information when he applies?
8. Does the applicant have to sign his name after providing all the answers to the questions?

ACTIVITY ANSWER KEY

F-15 — Writing Standard

Activity 1

1) e 2) j 3) a 4) o 5) m 6) b

7) h 8) c 9) g 10) l 11) n 12) k

13) f 14) d 15) i

Activity 2

Answers will vary - Teacher Check

Activity 3

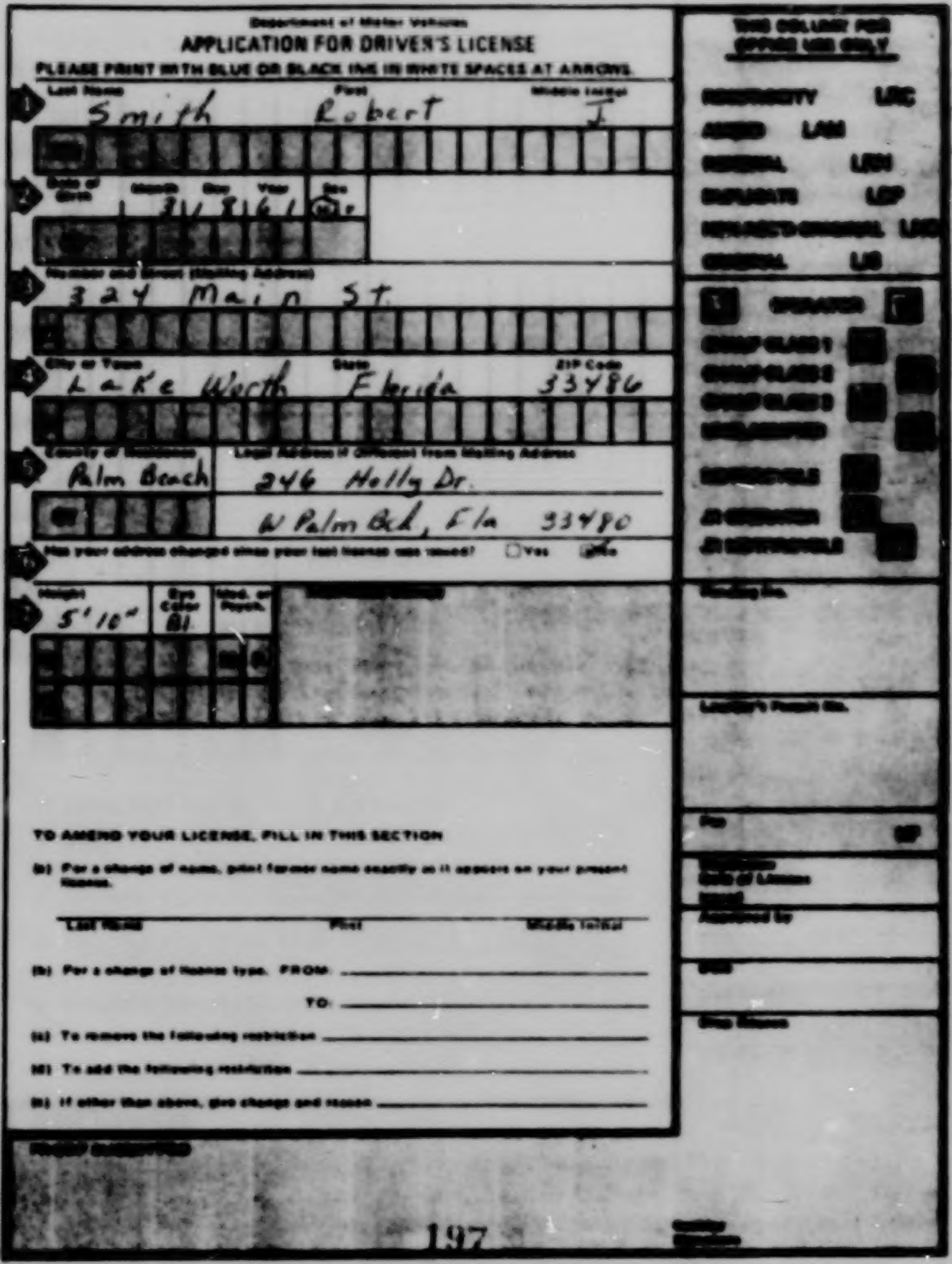
1) no 2) no, in the white spaces 3) yes 4) no

5) yes 6) yes 7) yes 8) yes

WRITING STANDARD F-15 – EVALUATION I

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE

APPLICATION FOR A DRIVER'S LICENSE



Department of Motor Vehicles

APPLICATION FOR DRIVER'S LICENSE

PLEASE PRINT WITH BLUE OR BLACK INK IN WHITE SPACES AT ARROWS.

1 Last Name: Smith First: Robert Middle Initial: J

2 Date of Birth: Month 3 Day 8 Year 61 Sex: [✓ M] F

3 Number and Street (Mailing Address): 324 Main St.

4 City or Town: Lake Worth State: Florida ZIP Code: 33486

5 County of Residence: Palm Beach Legal Address if Different from Mailing Address: 246 Holly Dr. N Palm Bch, Fla 33480

6 Has your address changed since your last license was issued? ☐ Yes ☒ No

7 Height: 5' 10" Eye Color: Bl [illegible]

TO AMEND YOUR LICENSE, FILL IN THIS SECTION

(a) For a change of name, print former name exactly as it appears on your present license.

Last Name First Middle Initial

(b) For a change of license type. FROM: __________

TO: __________

(c) To remove the following restriction __________

(d) To add the following restriction __________

(e) If other than above, give change and reason __________

THIS COLUMN FOR OFFICE USE ONLY

[illegible]

OPERATOR

WRITING STANDARD F-15 – EVALUATION I

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE.

(Cont.)

DIRECTIONS: Answer the questions below about the application. Write the letter of the correct answer on your own paper.

1. Where are you supposed to write your information?
   a. in the boxes
   b. in the white spaces
   c. above the arrows
   d. under the arrows

2. When was Robert Smith born?
   a. February 18, 1961
   b. March 18, 1959
   c. September 6, 1961
   d. March 18, 1961

3. What color are Robert's eyes?
   a. brown
   b. hazel
   c. blue
   d. green

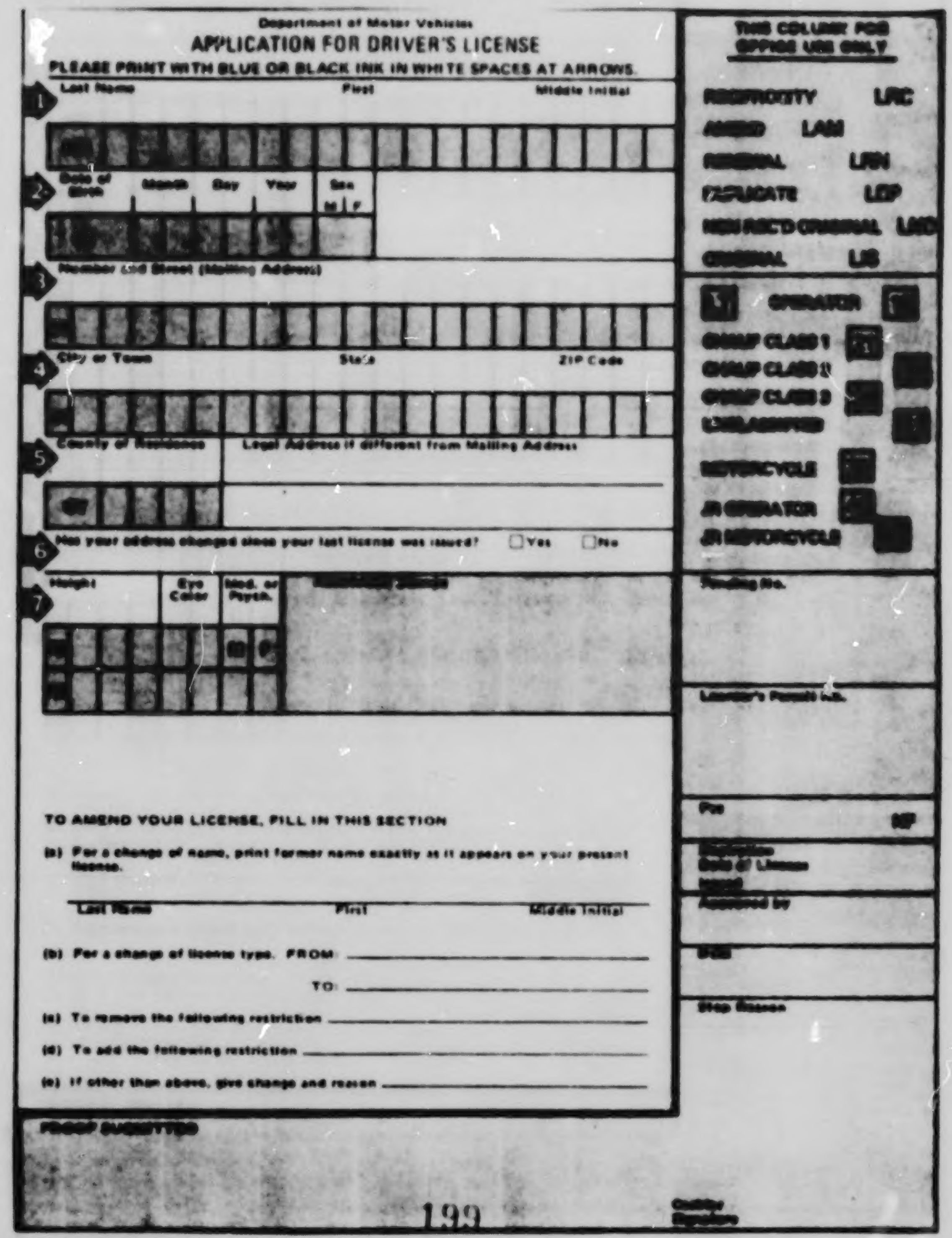
4. In what city does Robert Smith live?
   a. Lake Worth
   b. Miami
   c. West Palm Beach
   d. Jupiter

5. Beside which number is Robert's height given?
   a. 2
   b. 4
   c. 5
   d. 7

WRITING STANDARD F-15 – EVALUATION II

COMPLETE FORMS USED TO APPLY FOR A DRIVER'S LICENSE.

DIRECTIONS: Fill in the following application for a driver's license.



Department of Motor Vehicles

APPLICATION FOR DRIVER'S LICENSE

PLEASE PRINT WITH BLUE OR BLACK INK IN WHITE SPACES AT ARROWS.

1 Last Name First Middle Initial

2 Date of Birth Month Day Year Sex M F

3 Number and Street (Mailing Address)

4 City or Town State ZIP Code

5 County of Residence Legal Address if different from Mailing Address

6 Has your address changed since your last license was issued? ☐ Yes ☐ No

7 Height Eye Color Med. or Psych. [illegible]

TO AMEND YOUR LICENSE, FILL IN THIS SECTION

(a) For a change of name, print former name exactly as it appears on your present license.

Last Name First Middle Initial

(b) For a change of license type. FROM: ____________________

TO: ____________________

(c) To remove the following restriction ____________________

(d) To add the following restriction ____________________

(e) If other than above, give change and reason ____________________

THIS COLUMN FOR OFFICE USE ONLY

RECIPROCITY LRC

AMEND LAM

RENEWAL LRN

DUPLICATE LDP

NON REC'D ORIGINAL LNO

ORIGINAL LIS

OPERATOR

GROUP CLASS 1

GROUP CLASS 2

GROUP CLASS 3

UNCLASSIFIED

MOTORCYCLE

JR OPERATOR

JR MOTORCYCLE

Pending No.

Learner's Permit No.

Fee NF

Expiration Date of License Issued

Approved by

[illegible]

Stop Reason

PROOF SUBMITTED

Cashier Signature

EVALUATION ANSWER KEY

F-15 – Writing Standard

Evaluation I

1) b   2) d   3) c   4) c   5) d

Evaluation II

Answers will vary - Teacher Check

F-16: Complete the form necessary for an employee's withholding exemption.

WRITING STANDARD F-16 – PREPARATORY SHEET 1

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

DIRECTIONS: Study the completed Employee's Withholding Allowance Certificate on the next page. Use this sample for completing Activity 3.

BACKGROUND: David Springfield is a 26 year-old who is married and has 2 children. His wife does not work. Note how he has filled out his form.

Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	1
(b) Allowance for your spouse—enter 1	1
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	2
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	1
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below	5

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name: David L. Springfield

Your social security number: 834-52-9376

Home address (Number and street or rural route): 629 Westbrook Dr.

Marital status: ☐ Single ☒ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code: Belle Glade, Fl. 33081

1 Total number of allowances you are claiming . . . 5

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ David Springfield Date ▶ Oct. 3, 1979

16—83387-1

WRITING STANDARD F-16 – ACTIVITY 1

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

DIRECTIONS: Write the definition for each of the words below on your own paper. These are all terms which appear on an Employee's Withholding Allowance Certificate. When completed, go over these terms with your teacher. You may use your dictionary for assistance.

1. exemption
2. claim
3. applicable
4. dependent
5. itemize
6. deduction
7. entitle
8. employer
9. gross income
10. alien
11. principal residence
12. spouse
13. allowance
14. exceed

WRITING STANDARD F-16 – ACTIVITY 2

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

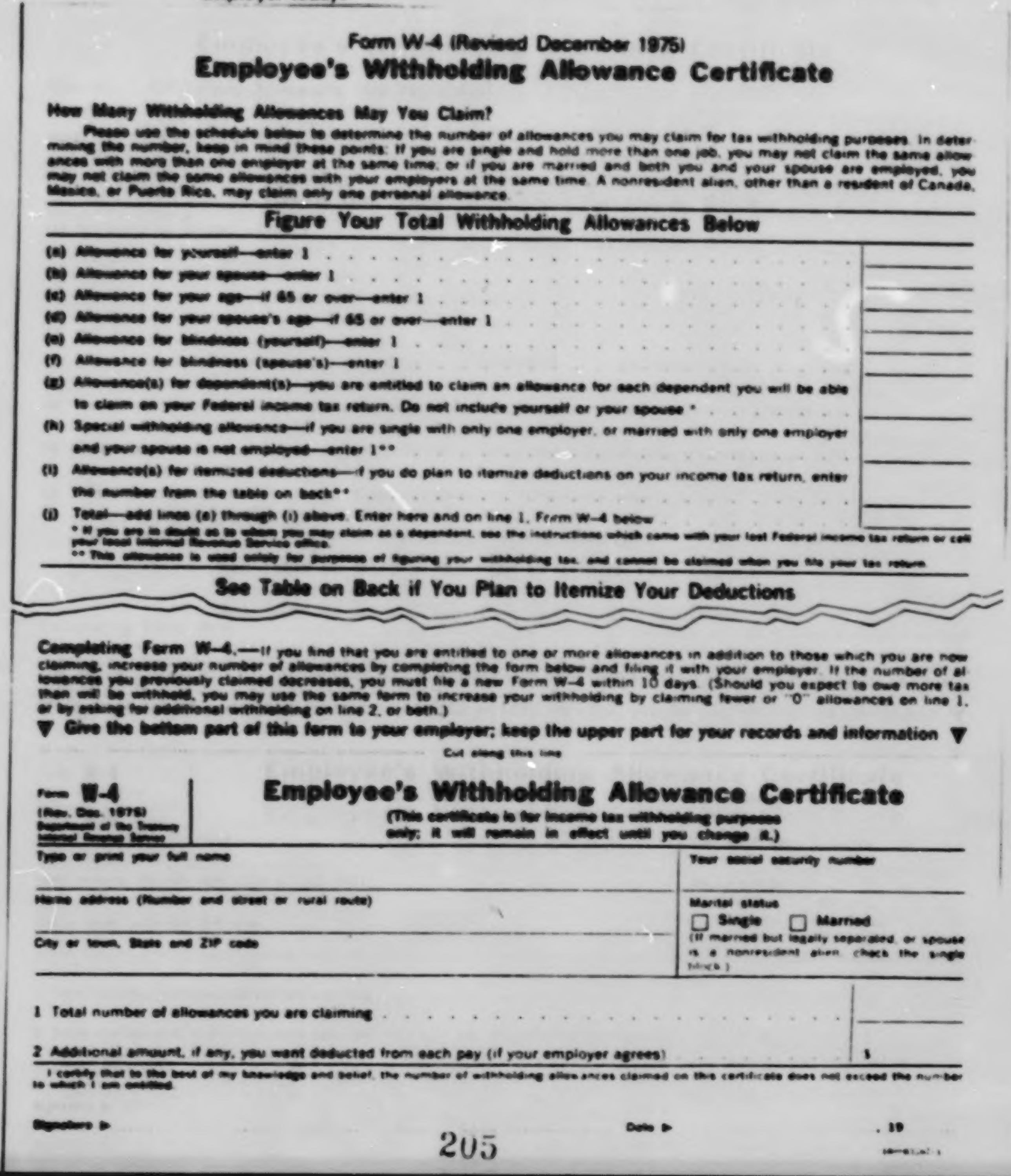
DIRECTIONS: **Refer to the following Employer's Withholding Allowance Certificate in Activity 3 and answer the questions below on your own paper. (Be sure you read the directions on the top of the form.)**

1. What are you supposed to do with Form W-4 after you fill it out?
2. If you are single and hold 2 jobs, may you claim the same deductions with each employer?
3. How many personal allowances may a nonresident alien claim?
4. Do you get an extra allowance for being blind?
5. If you are worried about owing money at tax time, should you claim more or fewer allowances?
6. May you and your working spouse both claim your children as allowances?
7. If you are 22, single and healthy, how many allowances will you have?
8. If your number of allowances suddenly decreases, how many days do you have to file a new form?
9. If you are 68 and your spouse is 66, neither of you work and you have no dependents, how many allowances will you claim?
10. You are married with 3 children but your spouse does not work. How many allowances will you claim?

WRITING STANDARD F-16 – ACTIVITY 3

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

DIRECTIONS: Complete the following Employee's Withholding Allowance Certificate. Use your own name and address with the correct information as if you had to fill this out for your employer today.



Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1 . . . . ______

(b) Allowance for your spouse—enter 1 . . . . ______

(c) Allowance for your age—if 65 or over—enter 1 . . . . ______

(d) Allowance for your spouse's age—if 65 or over—enter 1 . . . . ______

(e) Allowance for blindness (yourself)—enter 1 . . . . ______

(f) Allowance for blindness (spouse's)—enter 1 . . . . ______

(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse * . . . . . ______

(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1** . . . . . ______

(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back** . . . . . ______

(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below ______

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status

☐ Single ☐ Married

(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming . . . . ______

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ , 19

ACTIVITY ANSWER KEY

F-16 – Writing Standard

Activity 1

Answers will vary - All answers should be definitions

Activity 2

1) Give it to your employer
2) No
3) one
4) Yes
5) fewer
6) No
7) one
8) 10 days
9) four
10) six

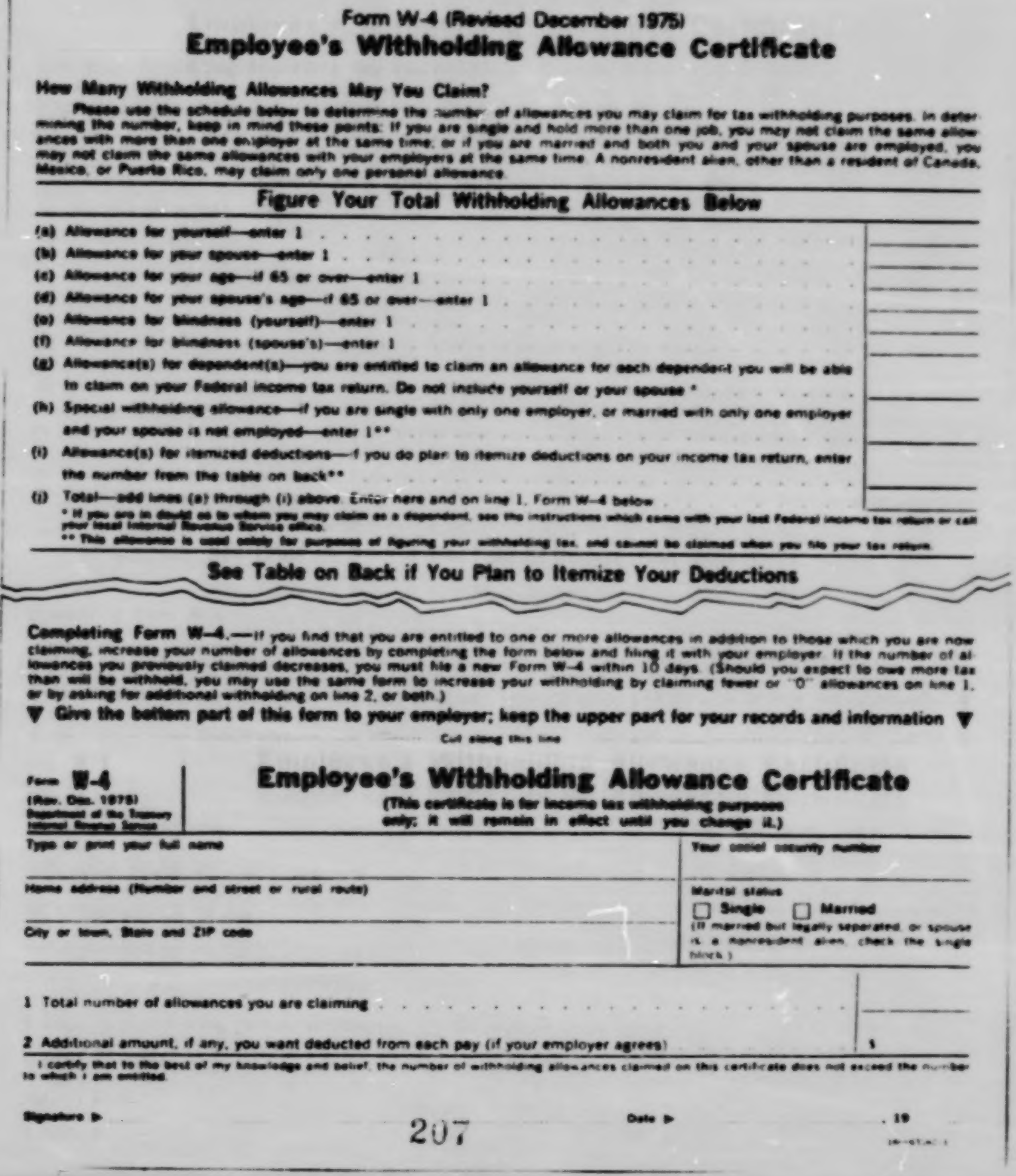
Activity 3

Answers will vary - Most students should claim only 1 allowance

WRITING STANDARD F-16 – EVALUATION I

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION

DIRECTIONS: Answer the questions below based on the Employee's Withholding Allowance Certificate.



Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1 . . . . ______

(b) Allowance for your spouse—enter 1 . . . . ______

(c) Allowance for your age—if 65 or over—enter 1 . . . . ______

(d) Allowance for your spouse's age—if 65 or over—enter 1 . . . . ______

(e) Allowance for blindness (yourself)—enter 1 . . . . ______

(f) Allowance for blindness (spouse's)—enter 1 . . . . ______

(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse * . . . . . . ______

(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1** . . . . ______

(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back** . . . . ______

(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below . . . ______

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W–4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W–4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name	Your social security number
Home address (Number and street or rural route)	Marital status ☐ Single ☐ Married (If married but legally separated, or spouse is a nonresident alien, check the single block.)
City or town, State and ZIP code	

1 Total number of allowances you are claiming . . . . ______

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ , 19

WRITING STANDARD F-16 – EVALUATION I

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

(continued)

1. A nonresident alien may claim up to
   - a. one allowance
   - b. two allowances
   - c. three allowances
   - d. four allowances

2. How many allowances may you claim for each dependent?
   - a. one
   - b. two
   - c. none
   - d. any amount

3. When Form W-4 is filled out it must be
   - a. sent to the Internal Revenue Department
   - b. given to the employer
   - c. kept by the person filling out the certificate
   - d. sent to the District Director

4. If the number of exemptions decreases, the employee must notify his employer within
   - a. 5 days
   - b. 1 year
   - c. 10 days
   - d. any period of time

5. If you are married, your spouse works, and you have 4 children, how many allowances would you claim?
   - a. 2
   - b. 4
   - c. 6
   - d. 7

WRITING STANDARD F-16 – EVALUATION II

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

DIRECTIONS: Answer the following questions based on the withholding certificate which Glen Suremore filed.

Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	1
(b) Allowance for your spouse—enter 1	1
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	2
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	1
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below	5

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name: Glen Suremore

Your social security number: 508-98-6271

Home address (Number and street or rural route): 582 N 18th St.

Marital status: ☐ Single ☒ Married

(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code: Lantana, Fl 33829

1 Total number of allowances you are claiming 5

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Glen Suremore Date ▶ 10-6, 1978

WRITING STANDARD F-16 – EVALUATION III

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION

DIRECTIONS: Complete the following Employee's Withholding Allowance Certificate with this information:

1) Your present name and address

2) You are married but your spouse does not work

3) You have one child

WRITING STANDARD F-16 – EVALUATION II

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

(continued)

1. Is Glen Suremore married?

   a. Yes
   b. No

2. Glen has the following number of children:

   a. one
   b. two
   c. three
   d. none

3. Why did Glen claim an allowance for section "h"?

   a. he is over 65
   b. he is blind
   c. his wife does not work
   d. he is a nonresident alien

4. Which of the following did Glen fill in incorrectly?

   a. his total allowances
   b. his address
   c. his marital status
   d. his signature

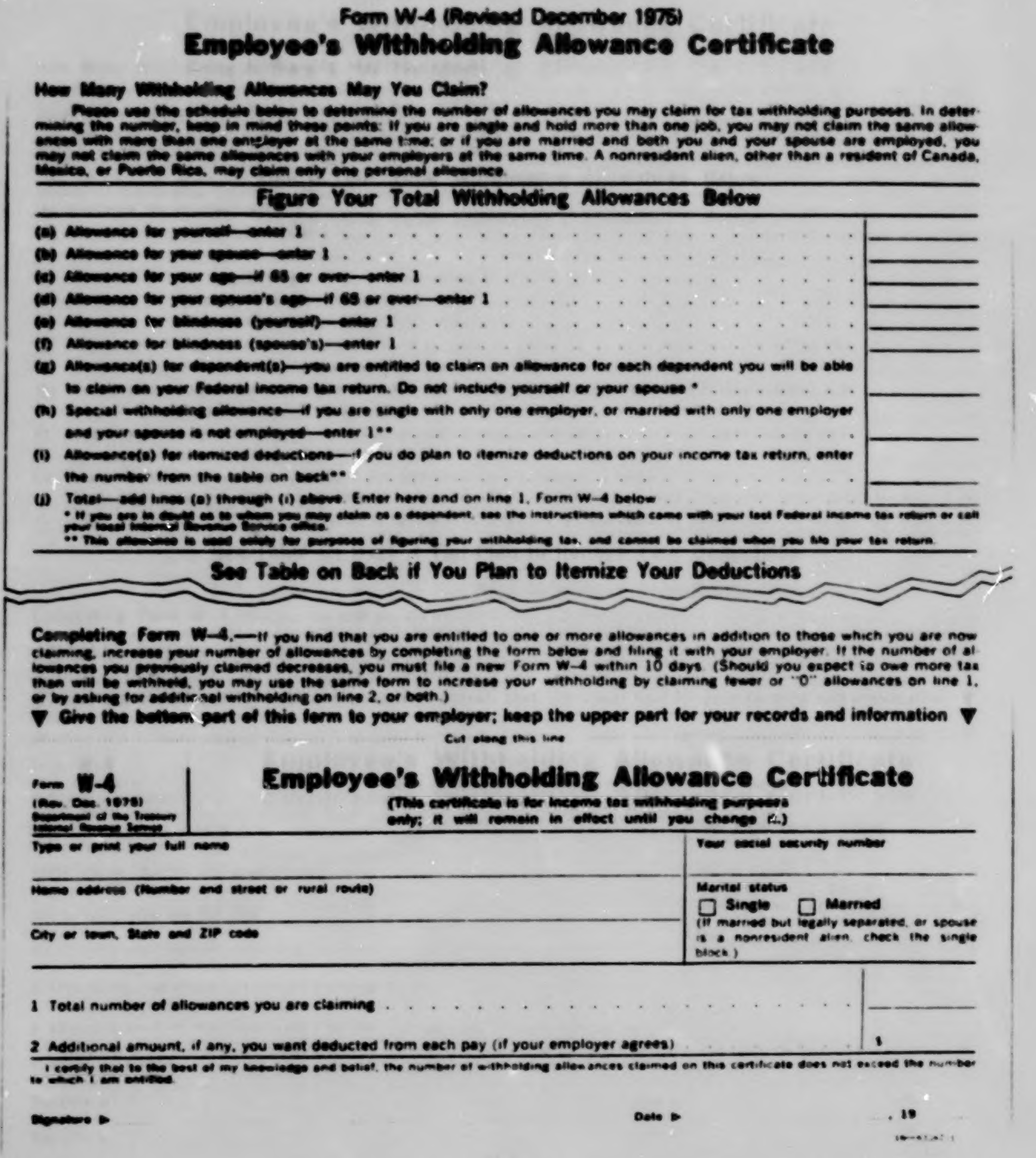
5. If Glen is not sure about the number of dependents he should claim he should contact

   a. his boss
   b. the Internal Revenue Service
   c. the Social Security Office
   d. the Post Office

WRITING STANDARD F-16 – EVALUATION III

COMPLETE THE FORM NECESSARY FOR AN EMPLOYEE'S WITHHOLDING EXEMPTION.

(Cont.)



Form W-4 (Revised December 1975)

Employee's Withholding Allowance Certificate

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; or if you are married and both you and your spouse are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien, other than a resident of Canada, Mexico, or Puerto Rico, may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1	
(b) Allowance for your spouse—enter 1	
(c) Allowance for your age—if 65 or over—enter 1	
(d) Allowance for your spouse's age—if 65 or over—enter 1	
(e) Allowance for blindness (yourself)—enter 1	
(f) Allowance for blindness (spouse's)—enter 1	
(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your spouse *	
(h) Special withholding allowance—if you are single with only one employer, or married with only one employer and your spouse is not employed—enter 1**	
(i) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from the table on back**	
(j) Total—add lines (a) through (i) above. Enter here and on line 1, Form W-4 below .	

* If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

See Table on Back if You Plan to Itemize Your Deductions

Completing Form W-4.—If you find that you are entitled to one or more allowances in addition to those which you are now claiming, increase your number of allowances by completing the form below and filing it with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W-4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1, or by asking for additional withholding on line 2, or both.)

▼ Give the bottom part of this form to your employer; keep the upper part for your records and information ▼

Cut along this line

Form **W-4**
(Rev. Dec. 1975)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming	
2 Additional amount, if any, you want deducted from each pay (if your employer agrees)	$

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ Date ▶ , 19

EVALUATION ANSWER KEY

F-16 – Writing Standard

Evaluation I

1) a 2) a 3) b 4) c 5) c

Evaluation II

1) a 2) b 3) c 4) d 5) b

Evaluation III

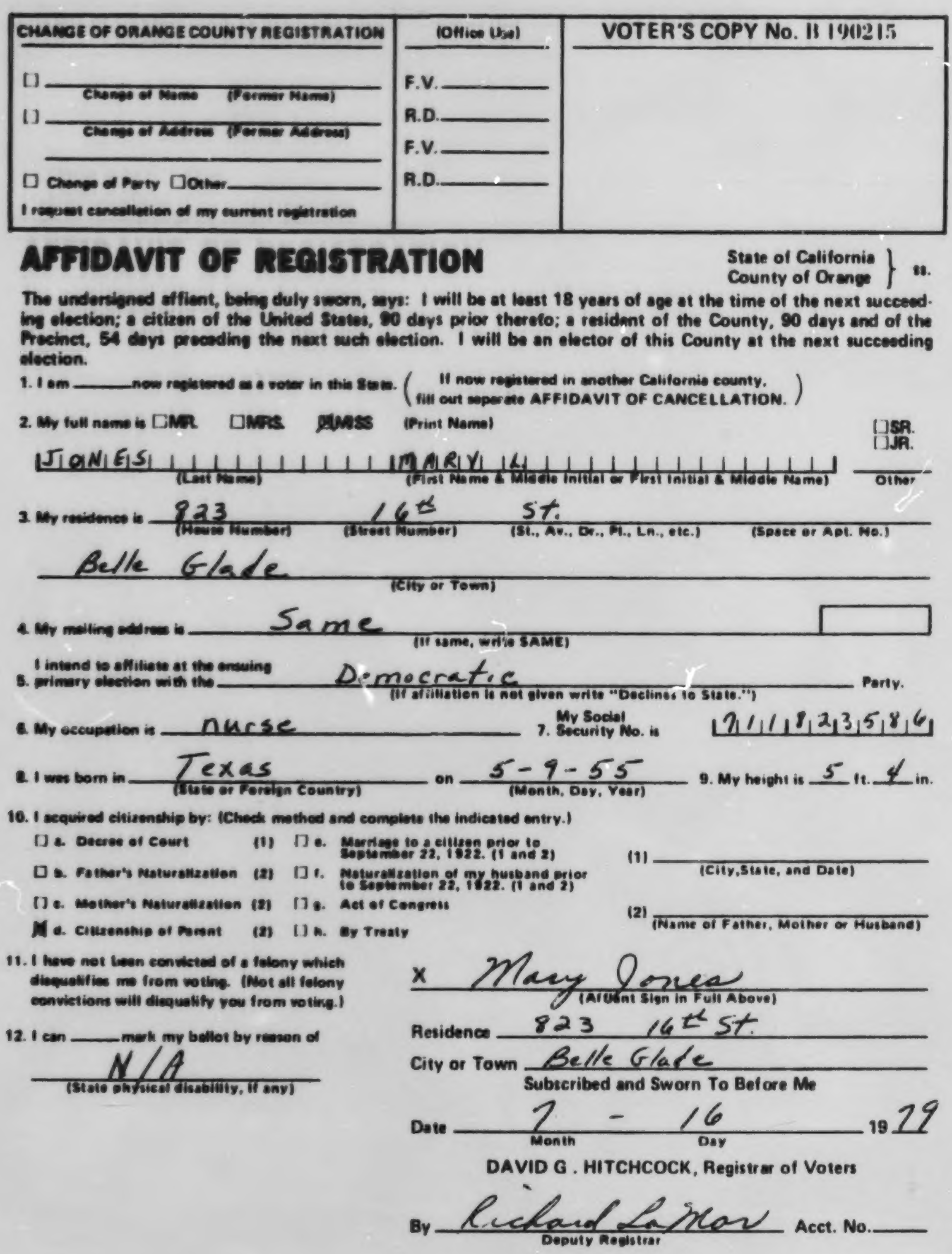
Each student should have 4 total allowances. The other information will vary. Check for neatness and completion of entire form.

F-17: Complete a form for voter registration.

WRITING STANDARD F-17 – PREPARATORY SHEET 1

COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Study the following example of a completed voter registration application.



CHANGE OF ORANGE COUNTY REGISTRATION	(Office Use)	VOTER'S COPY No. B 190215
☐ ____ Change of Name (Former Name)	F.V. ____	
☐ ____ Change of Address (Former Address)	R.D. ____	
____	F.V. ____	
☐ Change of Party ☐ Other ____	R.D. ____	
I request cancellation of my current registration		

AFFIDAVIT OF REGISTRATION

State of California
County of Orange } ss.

The undersigned affiant, being duly sworn, says: I will be at least 18 years of age at the time of the next succeeding election; a citizen of the United States, 90 days prior therefo; a resident of the County, 90 days and of the Precinct, 54 days preceding the next such election. I will be an elector of this County at the next succeeding election.

1. I am ____ now registered as a voter in this State. (If now registered in another California county, fill out separate AFFIDAVIT OF CANCELLATION.)

2. My full name is ☐ MR. ☐ MRS. ☒ MISS (Print Name) ☐ SR. ☐ JR.

JONES (Last Name) MARY L (First Name & Middle Initial or First Initial & Middle Name) ____ Other

3. My residence is 823 (House Number) 16th (Street Number) St. (St., Av., Dr., Pl., Ln., etc.) ____ (Space or Apt. No.)

Belle Glade (City or Town)

4. My mailing address is Same (If same, write SAME)

5. I intend to affiliate at the ensuing primary election with the Democratic Party. (If affiliation is not given write "Declines to State.")

6. My occupation is nurse 7. My Social Security No. is 711823586

8. I was born in Texas (State or Foreign Country) on 5-9-55 (Month, Day, Year) 9. My height is 5 ft. 4 in.

10. I acquired citizenship by: (Check method and complete the indicated entry.)

☐ a. Decree of Court (1)
☐ b. Father's Naturalization (2)
☐ c. Mother's Naturalization (2)
☒ d. Citizenship of Parent (2)
☐ e. Marriage to a citizen prior to September 22, 1922. (1 and 2)
☐ f. Naturalization of my husband prior to September 22, 1922. (1 and 2)
☐ g. Act of Congress
☐ h. By Treaty

(1) ____ (City, State, and Date)

(2) ____ (Name of Father, Mother or Husband)

11. I have not been convicted of a felony which disqualifies me from voting. (Not all felony convictions will disqualify you from voting.)

X Mary Jones (Affiant Sign in Full Above)

12. I can ____ mark my ballot by reason of N/A (State physical disability, if any)

Residence 823 16th St.

City or Town Belle Glade

Subscribed and Sworn To Before Me

Date 7 (Month) - 16 (Day) 1979

DAVID G. HITCHCOCK, Registrar of Voters

By Richard LaMor Deputy Registrar Acct. No. ____

WRITING STANDARD F-17 – ACTIVITY SHEET 1

COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Match the following terms with their definitions. You may use your dictionary for assistance.

1. affiant
2. former
3. precede
4. resident
5. succeeding
6. ensuing
7. primary election
8. naturalization
9. felony
10. elector

a. person who lives in a particular place
b. the election to determine a party's candidate
c. a crime
d. the one before
e. the next one
f. the person voting in the election
g. to come before
h. the person giving the information for the application or affidavit
i the one coming up next
j. the process of becoming a citizen in a county not born in

WRITING STANDARD F-17 – ACTIVITY SHEET 2

COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Study the voter registration form on Activity 3 and answer the following questions on your own paper.

1. How old must a person be to register to vote?
2. Do you have to sign up under any party (i.e., democratic, republican liberal, etc)?
3. Beside which number would you put that you are a construction worker?
4. How long must you live in a county before you can vote?
5. Under number 10, which letter box would you check if both your parents were born in the United States?
6. Under number 10, which letter box would you check if you had become a naturalized citizen yourself?
7. Do all felony convictions disqualify you from voting?
8. May you use this form to change your name on your voter registration card?
9. Beside which number would you give your post office box number if your mail is not delivered to your home?
10. May you print your name when you sign this form?

WRITING STANDARD F-17 – ACTIVITY SHEET 3

COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Complete the following form with your own personal information. This is your first time applying, so you are not trying to change any information.

CHANGE OF ORANGE COUNTY REGISTRATION	(Office Use)	VOTER'S COPY No. B 190215
☐ ______ Change of Name (Former Name)	F.V. ______	
☐ ______ Change of Address (Former Address) ______	R.D. ______	
☐ Change of Party ☐ Other ______	F.V. ______	
I request cancellation of my current registration	R.D. ______	

AFFIDAVIT OF REGISTRATION

State of California } ss.
County of Orange

The undersigned affiant, being duly sworn, says: I will be at least 18 years of age at the time of the next succeeding election; a citizen of the United States, 90 days prior thereto; a resident of the County, 90 days and of the Precinct, 54 days preceding the next such election. I will be an elector of this County at the next succeeding election.

1. I am ______ now registered as a voter in this State. (If now registered in another California county, fill out separate AFFIDAVIT OF CANCELLATION.)

2. My full name is ☐ MR. ☐ MRS. ☐ MISS (Print Name) ☐ SR. ☐ JR.

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| ______
(Last Name) (First Name & Middle Initial or First Initial & Middle Name) Other

3. My residence is ______
(House Number) (Street Number) (St., Av., Dr., Pl., Ln., etc.) (Space or Apt. No.)

______
(City or Town)

4. My mailing address is ______ ☐
(If same, write SAME)

5. I intend to affiliate at the ensuing primary election with the ______ Party.
(If affiliation is not given write "Declines to State.")

6. My occupation is ______ 7. My Social Security No. is |_|_|_|_|_|_|_|_|_|

8. I was born in ______ on ______ 9. My height is ____ ft. ____ in.
(State or Foreign Country) (Month, Day, Year)

10. I acquired citizenship by: (Check method and complete the indicated entry.)

- ☐ a. Decree of Court (1)
- ☐ b. Father's Naturalization (2)
- ☐ c. Mother's Naturalization (2)
- ☐ d. Citizenship of Parent (2)
- ☐ e. Marriage to a citizen prior to September 22, 1922. (1 and 2)
- ☐ f. Naturalization of my husband prior to September 22, 1922. (1 and 2)
- ☐ g. Act of Congress
- ☐ h. By Treaty

(1) ______
(City, State, and Date)

(2) ______
(Name of Father, Mother or Husband)

11. I have not been convicted of a felony which disqualifies me from voting. (Not all felony convictions will disqualify you from voting.)

12. I can ______ mark my ballot by reason of
______
(State physical disability, if any)

X ______
(Affiant Sign in Full Above)

Residence ______

City or Town ______

Subscribed and Sworn To Before Me

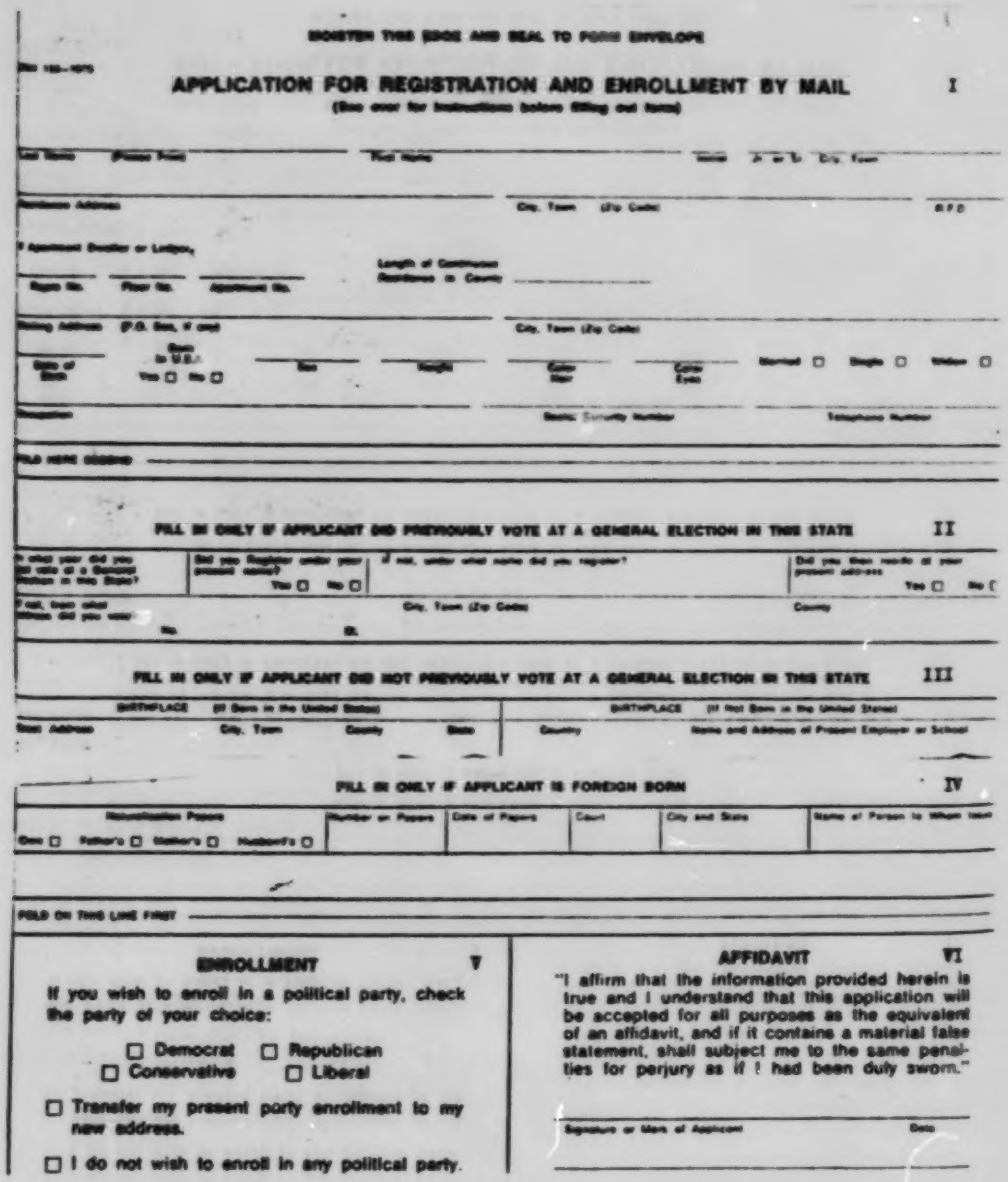
Date ______ 19 ____
Month Day

DAVID G. HITCHCOCK, Registrar of Voters

By ______ Acct. No. ______
Deputy Registrar

WRITING STANDARD F-17 – ACTIVITY SHEET 4
COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Complete the following mail application for voter registration. Fill it in as though you have not voted before.



MOISTEN THIS EDGE AND SEAL TO FORM ENVELOPE

APPLICATION FOR REGISTRATION AND ENROLLMENT BY MAIL
I

(See over for instructions before filling out form)

Last Name (Please Print) First Name Initial Jr. or Sr. City, Town
Residence Address City, Town (Zip Code) R.F.D.
If Apartment Dweller or Lodger,
Room No. Floor No. Apartment No. Length of Continuous Residence in County
Mailing Address (P.O. Box, if any) City, Town (Zip Code)
Date of Birth Born in U.S.? Yes ☐ No ☐ Sex Height Color Hair Color Eyes Married ☐ Single ☐ Widow ☐
Occupation Social Security Number Telephone Number

FOLD HERE SECOND

FILL IN ONLY IF APPLICANT DID PREVIOUSLY VOTE AT A GENERAL ELECTION IN THIS STATE
II

In what year did you last vote at a General Election in this State? Did you Register under your present name? Yes ☐ No ☐ If not, under what name did you register? Did you then reside at your present address Yes ☐ No ☐
If not, from what address did you vote? No. St. City, Town (Zip Code) County

FILL IN ONLY IF APPLICANT DID NOT PREVIOUSLY VOTE AT A GENERAL ELECTION IN THIS STATE
III

BIRTHPLACE (If Born in the United States)
Street Address City, Town County State
BIRTHPLACE (If Not Born in the United States)
Country Name and Address of Present Employer or School

FILL IN ONLY IF APPLICANT IS FOREIGN BORN
IV

Naturalization Papers Own ☐ Father's ☐ Mother's ☐ Husband's ☐
Number on Papers
Date of Papers
Court
City and State
Name of Person to Whom Issued

FOLD ON THIS LINE FIRST

ENROLLMENT V

If you wish to enroll in a political party, check the party of your choice:

☐ Democrat ☐ Republican
☐ Conservative ☐ Liberal

☐ Transfer my present party enrollment to my new address.

☐ I do not wish to enroll in any political party.

AFFIDAVIT VI

"I affirm that the information provided herein is true and I understand that this application will be accepted for all purposes as the equivalent of an affidavit, and if it contains a material false statement, shall subject me to the same penalties for perjury as if I had been duly sworn."

Signature or Mark of Applicant Date

ACTIVITY ANSWER KEY

F-17 – Writing Standard

Activity 1

1) h 2) d or g 3) g or d 4) a 5) e or i

6) i or e 7) b 8) j 9) c 10) f

Activity 2

1) 18 by the election 2) No

3) 6 4) 90 days

5) d 6) a

7) No 8) Yes

9) 4 10) No

Activity 3

Teacher Check - Answers will vary

Activity 4

Teacher Check - Answers will vary

WRITING STANDARD F-17 — EVALUATION I
COMPLETE A FORM FOR VOTER REGISTRATION

CHANGE OF ORANGE COUNTY REGISTRATION

☑ Susan B Hartford
Change of Name (Former Name)

☐ ______________________
Change of Address (Former Address)

____

☐ Change of Party ☐ Other ______________

I request cancellation of my current registration

(Office Use)
F.V. ________
R.D. ________
F.V. ________
R.D. ________

VOTER'S COPY No. B 190215

AFFIDAVIT OF REGISTRATION

State of California
County of Orange } ss.

The undersigned affiant, being duly sworn, says: I will be at least 18 years of age at the time of the next succeeding election; a citizen of the United States, 90 days prior thereto; a resident of the County, 90 days and of the Precinct, 54 days preceding the next such election. I will be an elector of this County at the next succeeding election.

1. I am ______ now registered as a voter in this State. (If now registered in another California county, fill out separate AFFIDAVIT OF CANCELLATION.)

2. My full name is ☐ MR. ☒ MRS. ☐ MISS (Print Name) ☐ SR. ☐ JR.
BROWN (Last Name) SUSAN B (First Name & Middle Initial or First Initial & Middle Name) ______ Other

3. My residence is 1468 (House Number) (Street Number) Lakewood Pl. (St., Av., Dr., Pl., Ln., etc.) Apt. # 26 (Space or Apt. No.)
San Francisco (City or Town)

4. My mailing address is 231 Westwood Dr., San Franciso (If same, write SAME)

5. I intend to affiliate at the ensuing primary election with the Declines to State Party. (If affiliation is not given write "Declines to State.")

6. My occupation is Secretary 7. My Social Security No. is 786985347

8. I was born in Germany (State or Foreign Country) on 8-6-51 (Month, Day, Year) 9. My height is 5 ft. 2 in.

10. I acquired citizenship by: (Check method and complete the indicated entry.)

☒ a. Decree of Court (1)
☐ b. Father's Naturalization (2)
☐ c. Mother's Naturalization (2)
☐ d. Citizenship of Parent (2)
☐ e. Marriage to a citizen prior to September 22, 1922. (1 and 2)
☐ f. Naturalization of my husband prior to September 22, 1922. (1 and 2)
☐ g. Act of Congress
☐ h. By Treaty

(1) San Jose, Calif. 6-18-73 (City, State, and Date)
(2) ______________ (Name of Father, Mother or Husband)

11. I have not been convicted of a felony which disqualifies me from voting. (Not all felony convictions will disqualify you from voting.)

12. I can ______ mark my ballot by reason of
N/A
(State physical disability, if any)

X Susan B Brown
(Affiant Sign in Full Above)

Residence 1468 Lakewood Pl. Apt. #26
City or Town San Francisco

Subscribed and Sworn To Before Me

Date ______ Month ______ Day 19 ___

DAVID G. HITCHCOCK, Registrar of Voters

By ______________ Deputy Registrar Acct. No. ______

WRITING STANDARD F-17 – EVALUATION I

COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: **Choose the correct answer to the following questions which refer to the completed affidavit of registration.**

1. What change did Susan make on this registration form?
   - a. She changed her name.
   - b. She changed her address.
   - c. She changed her party affiliation.
   - d. She changed her occupation.

2. Where does Susan live?
   - a. Lakewood Place, San Francisco
   - b. Westwood Drive, San Francisco
   - c. Germany
   - d. San Jose, California

3. What is Susan's party affilation?
   - a. Republican
   - b. Democratic
   - c. Liberal
   - d. Declines to State

4. How did Susan become a citizen?
   - a. She married a citizen
   - b. She was appointed one by the court
   - c. Her mother was a naturalized citizen
   - d. By an Act of Congress

5. Susan became a U.S. Citizen in:
   - a. Germany
   - b. San Francisco
   - c. San Jose
   - d. Houston

6. Susan is:
   - a. a nurse
   - b. a secretary
   - c. a teacher
   - d. a housewife

7. The *affiant* on this form is:
   - a. David Hitchcock
   - b. Susan B. Hartford
   - c. Susan B. Brown
   - d. San Francisco

8. Beside which number did Susan have to state her birthdate?
   - a. 1
   - b. 3
   - c. 8
   - d. 12

WRITING STANDARD F-17 – EVALUATION II
COMPLETE A FORM FOR VOTER REGISTRATION

CHANGE OF ORANGE COUNTY REGISTRATION	(Office Use)	VOTER'S COPY No. B 190215
☐ ______ Change of Name (Former Name) ☐ ______ Change of Address (Former Address) ______ ☒ Change of Party ☐ Other ______ I request cancellation of my current registration	F.V. ______ R.D. ______ F.V. ______ R.D. ______	

AFFIDAVIT OF REGISTRATION

State of California
County of Orange } ss.

The undersigned affiant, being duly sworn, says: I will be at least 18 years of age at the time of the next succeeding election; a citizen of the United States, 90 days prior thereto; a resident of the County, 90 days and of the Precinct, 54 days preceding the next such election. I will be an elector of this County at the next succeeding election.

1. I am ✓ now registered as a voter in this State. (If now registered in another California county, fill out separate AFFIDAVIT OF CANCELLATION.)

2. My full name is ☒ MR. ☐ MRS. ☐ MISS (Print Name) ☐ SR. ☒ JR.

LOCKWOOD (Last Name) JAMES F. (First Name & Middle Initial or First Initial & Middle Name) ______ Other

3. My residence is 682 (House Number) Davis (Street Number) Dr. (St., Av., Dr., Pl., Ln., etc.) ______ (Space or Apt. No.)

San Diego (City or Town)

4. My mailing address is Same (If same, write SAME)

5. I intend to affiliate at the ensuing primary election with the Republican Party. (If affiliation is not given write "Declines to State.")

6. My occupation is Truck Driver 7. My Social Security No. is 783965273

8. I was born in New Vork (State or Foreign Country) on 6-12-55 (Month, Day, Year) 9. My height is 6 ft. 2 in.

10. I acquired citizenship by: (Check method and complete the indicated entry.)

☐ a. Decree of Court (1)
☐ b. Father's Naturalization (2)
☐ c. Mother's Naturalization (2)
☒ d. Citizenship of Parent (2)
☐ e. Marriage to a citizen prior to September 22, 1922. (1 and 2)
☐ f. Naturalization of my husband prior to September 22, 1922. (1 and 2)
☐ g. Act of Congress
☐ h. By Treaty

(1) ______ (City, State, and Date)

(2) James + Mary Lockwood (Name of Father, Mother or Husband)

11. I have not been convicted of a felony which disqualifies me from voting. (Not all felony convictions will disqualify you from voting.)

X James F. Lockwood
(Affiant Sign in Full Above)

12. I can ______ mark my ballot by reason of
N/A
(State physical disability, if any)

Residence 682 Davis Dr.
City or Town San Diego
Subscribed and Sworn To Before Me

Date ______ Month ______ Day 19 ___

DAVID G. HITCHCOCK, Registrar of Voters

By ______ Deputy Registrar Acct. No. ______

WRITING STANDARD F-17 – EVALUATION II
COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: **Choose the correct answers to the following questions which refer to the completed affidavit of registration.**

1. What does James wish to change by filing this form?
   - a. His name
   - b. His address
   - c. His party affiliation
   - d. His occupation
2. Where does James get his mail?
   - a. New York
   - b. 523 Lake Drive
   - c. 682 Davis Drive
   - d. He doesn't have a mailing address.
3. What is James' party affiliation?
   - a. Democrat
   - b. Republican
   - c. Liberal
   - d. Conservative
4. How did James become a citizen?
   - a. By court order
   - b. By naturalization
   - c. By his parents' citizenship
   - d. By an Act of Congress
5. Where was James born?
   - a. California
   - b. New York
   - c. Washington
   - d. Texas
6. For a living James works as a:
   - a. Construction worker
   - b. Policeman
   - c. Business man
   - d. Truck driver
7. James was born on:
   - a. July 12, 1955
   - b. June 12, 1959
   - c. August 12, 1959
   - d. June 12, 1955
8. The *affiant* in this form is:
   - a. James Lockwood
   - b. David Hitchcock
   - c. San Diego
   - d. New York

WRITING STANDARD F-17 – EVALUATION III
COMPLETE A FORM FOR VOTER REGISTRATION

DIRECTIONS: Complete the following Affidavit for Registration.

CHANGE OF ORANGE COUNTY REGISTRATION	(Office Use)	VOTER'S COPY No. B 190215
☐ ______ Change of Name (Former Name) ☐ ______ Change of Address (Former Address) ______ ☐ Change of Party ☐ Other ______ I request cancellation of my current registration	F.V. ______ R.D. ______ F.V. ______ R.D. ______	

AFFIDAVIT OF REGISTRATION

State of California } ss.
County of Orange }

The undersigned affiant, being duly sworn, says: I will be at least 18 years of age at the time of the next succeeding election; a citizen of the United States, 90 days prior thereto; a resident of the County, 90 days and of the Precinct, 54 days preceding the next such election. I will be an elector of this County at the next succeeding election.

1. I am ______ now registered as a voter in this State. (If now registered in another California county, fill out separate AFFIDAVIT OF CANCELLATION.)

2. My full name is ☐ MR. ☐ MRS. ☐ MISS (Print Name) ☐ SR. ☐ JR.
______ (Last Name) ______ (First Name & Middle Initial or First Initial & Middle Name) ______ Other

3. My residence is ______ (House Number) ______ (Street Number) ______ (St., Av., Dr., Pl., Ln., etc.) ______ (Space or Apt. No.)
______ (City or Town) ______

4. My mailing address is ______ (If same, write SAME) ☐

5. I intend to affiliate at the ensuing primary election with the ______ Party. (If affiliation is not given write "Declines to State.")

6. My occupation is ______ 7. My Social Security No. is ☐☐☐☐☐☐☐☐☐

8. I was born in ______ (State or Foreign Country) on ______ (Month, Day, Year) 9. My height is ____ ft. ____ in.

10. I acquired citizenship by: (Check method and complete the indicated entry.)

☐ a. Decree of Court	(1)	☐ e. Marriage to a citizen prior to September 22, 1922. (1 and 2)		(1) ______ (City, State, and Date)
☐ b. Father's Naturalization	(2)	☐ f. Naturalization of my husband prior to September 22, 1922. (1 and 2)		
☐ c. Mother's Naturalization	(2)	☐ g. Act of Congress		(2) ______ (Name of Father, Mother or Husband)
☐ d. Citizenship of Parent	(2)	☐ h. By Treaty		

11. I have not been convicted of a felony which disqualifies me from voting. (Not all felony convictions will disqualify you from voting.)

12. I can ______ mark my ballot by reason of
______ (State physical disability, if any)

X ______ (Affiant Sign in Full Above)

Residence ______

City or Town ______

Subscribed and Sworn To Before Me

Date ______ Month ______ Day 19 ____

DAVID G. HITCHCOCK, Registrar of Voters

By ______ Deputy Registrar Acct. No. ______

EVALUATION ANSWER KEY

F-17 – Writing Standard

Evaluation I

1) a 2) a 3) d 4) b 5) c

6) b 7) c 8) c

Evaluation II

1) c 2) c 3) b 4) c 5) b

6) d 7) d 8) a

Evaluation III

Teacher Check - Answers will vary

F-18: Complete forms for entrance to military service, school, or a training program.

WRITING STANDARD F-18 — PREPARATORY SHEET 1

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: Study the following tips concerning filling in forms for advanced education, the Military or Special Training.

1. Read the entire form before beginning to write. Note special directions such as *print only* or *use black ink.*

2. Always use your best penmanship. Neatness or lack of it often reflects on you.

3. Fill in *all* information *completely.* Take special care with the areas regarding extra-curricular activities . Often the school or service is looking for special talents which might be reflected in this information.

4. Remember that it is polite to ask people (neighbors, teachers, etc.) before putting their names down as references. Choose people who know you well and will be able to write helpful information. (A reference may not be a relative or a teen-age friend)

5. Be *prompt* in filling out the form and returning it to the school or center to which you are applying.

WRITING STANDARD F-18 – ACTIVITY SHEET 1

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: **Match the following terms with their meanings. Write the letter of the answer on your own paper. You may use your dictionary for assistance.**

1. applicant
2. barred
3. disability
4. furnish
5. identification
6. legible
7. spouse
8. status
9. veteran
10. guardian
11. extra-curricular
12. career
13. occupation
14. objective

a. position; situation.

b. bring in; send in.

c. a person having legal resposibility for another.

d. a card proving legally who you are.

e. your chosen field of work.

f. person filling out a form or applying.

g. person who served in armed forces.

h. outside of regular academic school.

i. injury that can keep a person from doing something.

j. your job or work.

k. husband or wife.

l. kept from; not allowed.

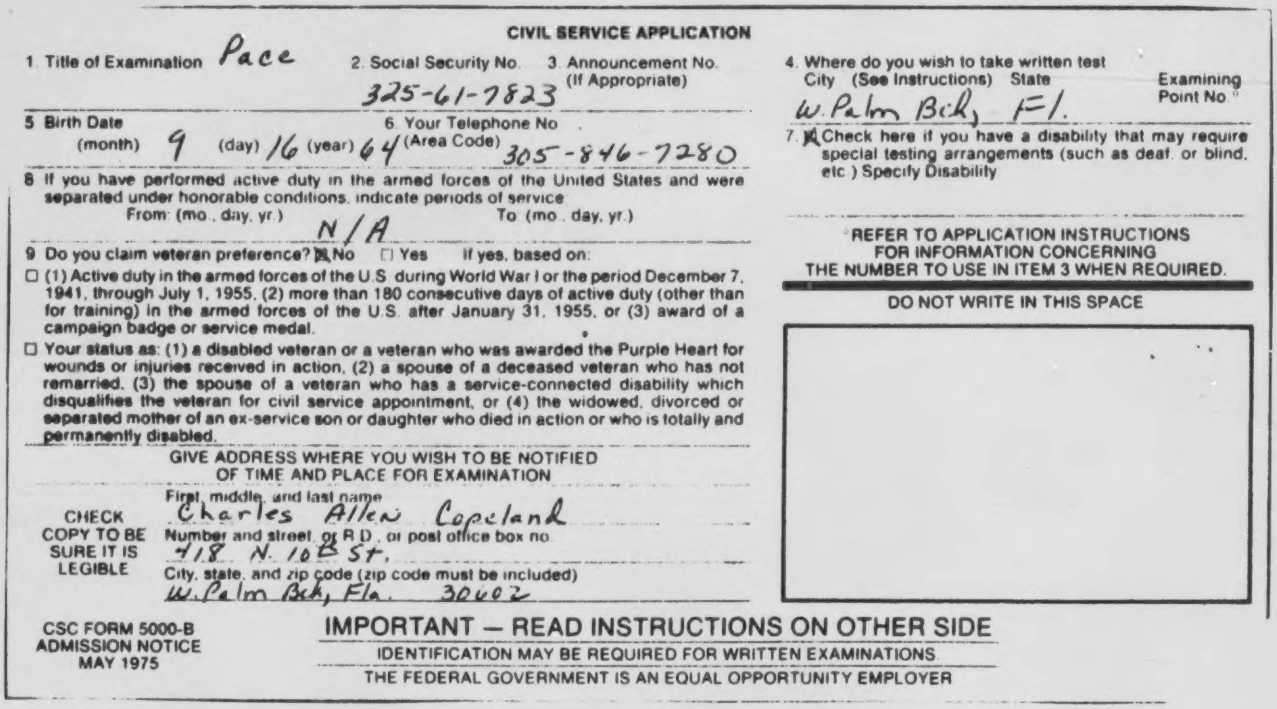
m. something you are trying to accomplish.

n. clearly written.

WRITING STANDARD F-18 — ACTIVITY SHEET 2

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: **Answer the questions below as they relate to the completed Civil Service Application. Write the answers on your own paper.**



CIVIL SERVICE APPLICATION

1. Title of Examination Pace

2. Social Security No. 325-61-7823

3. Announcement No. (If Appropriate)

4. Where do you wish to take written test
City (See Instructions) State Examining Point No.
W. Palm Bch, Fl.

5 Birth Date (month) 9 (day) 16 (year) 64

6. Your Telephone No. (Area Code) 305-846-7280

7. ☒ Check here if you have a disability that may require special testing arrangements (such as deaf, or blind, etc.) Specify Disability

8 If you have performed active duty in the armed forces of the United States and were separated under honorable conditions, indicate periods of service
From: (mo., day, yr.) N/A To: (mo., day, yr.)

9 Do you claim veteran preference? ☒ No ☐ Yes If yes, based on:

☐ (1) Active duty in the armed forces of the U.S. during World War I or the period December 7, 1941, through July 1, 1955, (2) more than 180 consecutive days of active duty (other than for training) in the armed forces of the U.S. after January 31, 1955, or (3) award of a campaign badge or service medal.

☐ Your status as: (1) a disabled veteran or a veteran who was awarded the Purple Heart for wounds or injuries received in action, (2) a spouse of a deceased veteran who has not remarried, (3) the spouse of a veteran who has a service-connected disability which disqualifies the veteran for civil service appointment, or (4) the widowed, divorced or separated mother of an ex-service son or daughter who died in action or who is totally and permanently disabled.

REFER TO APPLICATION INSTRUCTIONS FOR INFORMATION CONCERNING THE NUMBER TO USE IN ITEM 3 WHEN REQUIRED.

DO NOT WRITE IN THIS SPACE

GIVE ADDRESS WHERE YOU WISH TO BE NOTIFIED OF TIME AND PLACE FOR EXAMINATION

CHECK COPY TO BE SURE IT IS LEGIBLE

First, middle, and last name
Charles Allen Copeland
Number and street, or R.D., or post office box no.
418 N. 10th St.
City, state, and zip code (zip code must be included)
W. Palm Bch, Fla. 30402

CSC FORM 5000-B
ADMISSION NOTICE
MAY 1975

IMPORTANT — READ INSTRUCTIONS ON OTHER SIDE

IDENTIFICATION MAY BE REQUIRED FOR WRITTEN EXAMINATIONS.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

1. When was the applicant born?
2. What examination does he wish to take?
3. Where does Charles wish to take the exam?
4. Has Charles performed active duty in the armed forces?
5. Does Charles have any special disabilities?

WRITING STANDARD F-18 – ACTIVITY SHEET 3

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS. Answer the following questions as they relate to the Application For Diversified Cooperative Training. Write the answers on your own paper.

APPLICATION FOR DIVERSIFIED COOPERATIVE TRAINING

1. Application is for the school year 197___ - 19___ Date of application: ________
2. Check one: For the school year for which I am applying, I will be a Jr. ___; Sr. ___
3. Check one: I would like DCT 1st semetester only ___; 2nd semester only ___; both semesters ___
4. Check one: I would like to be in the DCT Club program ___; Not be in the Club program ___
5. Name (print): ________ (Last) (First) (Middle) 6. Birth date: ________; Age ________
7. Street Address: ________ (Street) (City) (Zip) Phone: ________
8. Mailing Address (If different) ________
9. Name of parent or guardian: ________ Phone: ________
10. Address: ________ Occupation: ________
11. Where employed: ________ Soc. Security No. ________
12. If you are now employed, give name of company: ________
13. Address: ________ Phone: ________
14. Name of Supervisor: ________ Do you wish this job under DCT? ________
15. If not now employed, do you have promise of employment? ___ If answer is yes, give name, address and phone of company: ________
    ________ Person we should contact: ________
16. What is your long-term career objective? ________
17. Extra-curricular activities in which you have participated (indicate years): ________
    ____
18. What are your plans immediately upon graduation? (Further schooling? What kind? Where? Employment? Doing what?, etc.): ________
19. Have you been in coop education before? ___ If yes, explain: ________
20. Number **1, 2, 3** below your first **THREE** preferences for On-the Job Training under DCT:
    - ___ Appliance sales and service
    - ___ Auto parts supply
    - ___ Cashier
    - ___ Child care
    - ___ Citrus care and maintenance
    - ___ Dental assistant
    - ___ Cabinet and construction trades
    - ___ Marina operations
    - ___ Motel operations
    - ___ Nurse's aide or orderly
    - ___ Printing trades
    - ___ Restaurant - cook
    - ___ Restaurant - waiter, waitress, cashier
    - ___ Sales - department store
    - ___ Sales - variety store
    - ___ Service station attendant
    - ___ Supermarket - groceries and produce
    - ___ Supermarket - meats

    OTHER (List and number): ________
    ____
21. Coordinator comments: ________
    ____
    ____

WRITING STANDARD F-18 – ACTIVITY SHEET 3

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

(Cont.)

1. What is important when filling in part 5 of the application?
2. Whose address goes in the space for number 10?
3. What information do you fill in for number 16? (In your own words)
4. What is meant by "extra-curricular activities" in number 17?
5. How many choices do you make for part 20?
6. Who fills in part 21?
7. When would you need to fill in part 8 (part 7 asked for your address)?
8. What do the abbreviations Jr. and Sr. in part 2 stand for?

WRITING STANDARD F-18 – ACTIVITY SHEET 4

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: Complete the Application For Diversified Cooperative Training. Remember that neatness is *very* important.

APPLICATION FOR DIVERSIFIED COOPERATIVE TRAINING

1. Application is for the school year 197_____ - 19_____ Date of application: _____
2. Check one: For the school year for which I am applying, I will be a Jr. _____; Sr. _____
3. Check one: I would like DCT 1st semetester only _____; 2nd semester only _____; both semesters _____
4. Check one: I would like to be in the DCT Club program _____; Not be in the Club program _____
5. Name (print): _____ (Last) (First) (Middle) 6. Birth date: _____; Age _____
7. Street Address: _____ (Street) (City) (Zip) Phone: _____
8. Mailing Address (if different) _____
9. Name of parent or guardian: _____ Phone: _____
10. Address: _____ Occupation: _____
11. Where employed: _____ Soc. Security No. _____
12. If you are now employed, give name of company: _____
13. Address: _____ Phone: _____
14. Name of Supervisor: _____ Do you wish this job under DCT? _____
15. If not now employed, do you have promise of employment? _____ If answer is yes, give name, address and phone of company: _____
_____ Person we should contact: _____
16. What is your long-term career objective? _____
17. Extra-curricular activities in which you have participated (indicate years): _____
_____
18. What are your plans immediately upon graduation? (Further schooling? What kind? Where? Employment? Doing what?, etc.): _____
19. Have you been in coop education before? _____ If yes, explain: _____
20. Number 1, 2, 3 below your first **THREE** preferences for On-the Job Training under DCT:

_____ Appliance sales and service
_____ Auto parts supply
_____ Cashier
_____ Child care
_____ Citrus care and maintenance
_____ Dental assistant
_____ Cabinet and construction trades
_____ Marina operations
_____ Motel operations
_____ Nurse's aide or orderly
_____ Printing trades
_____ Restaurant - cook
_____ Restaurant - waiter, waitress, cashier
_____ Sales - department store
_____ Sales - variety store
_____ Service station attendant
_____ Supermarket - groceries and produce
_____ Supermarket - meats

OTHER (List and number): _____
_____

21. Coordinator comments: _____
_____
_____

ACTIVITY ANSWER KEY

F-18 — Writing Standard

Activity 1

1) f 2) l 3) i 4) b 5) d 6) n
7) k 8) a 9) g 10) c 11) h 12) e or j
13) j or e 14) m

Activity 2

1) Sept. 16, 1964 (9-16-64) 2) Pace
3) West Palm Beach 4) No
5) Yes

Activity 3

1) print
2) Parent's or guardian's address
3) what work you are preparing for
4) your hobbies and activities outside the classroom and work
5) 3
6) the coordinator who must approve this application
7) only if your mailing address was different from your home address
8) Jr. - Junior; Sr. - Senior

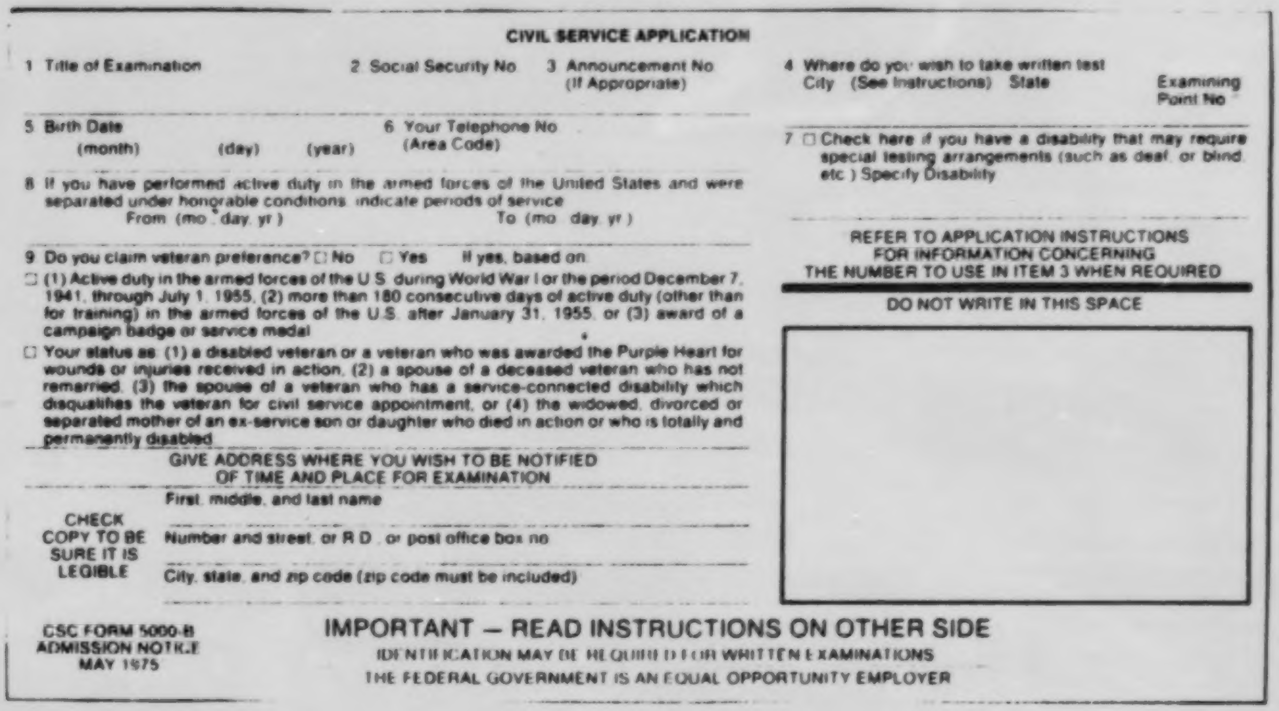
Activity 4

Teacher Check - Answers will vary
Form must be filled in completely and neatly

WRITING STANDARD F-18 – EVALUATION I

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: **Answer the following questions about the Civil Service Application. Write the letter of the correct answer on your own paper.**



CIVIL SERVICE APPLICATION

1 Title of Examination

2 Social Security No

3 Announcement No (If Appropriate)

4 Where do you wish to take written test City (See Instructions) State Examining Point No

5 Birth Date (month) (day) (year)

6 Your Telephone No (Area Code)

7 ☐ Check here if you have a disability that may require special testing arrangements (such as deaf, or blind, etc.) Specify Disability

8 If you have performed active duty in the armed forces of the United States and were separated under honorable conditions, indicate periods of service
From (mo. day, yr.) To (mo. day, yr.)

9 Do you claim veteran preference? ☐ No ☐ Yes If yes, based on

☐ (1) Active duty in the armed forces of the U.S. during World War I or the period December 7, 1941, through July 1, 1955, (2) more than 180 consecutive days of active duty (other than for training) in the armed forces of the U.S. after January 31, 1955, or (3) award of a campaign badge or service medal

☐ Your status as: (1) a disabled veteran or a veteran who was awarded the Purple Heart for wounds or injuries received in action, (2) a spouse of a deceased veteran who has not remarried, (3) the spouse of a veteran who has a service-connected disability which disqualifies the veteran for civil service appointment, or (4) the widowed, divorced or separated mother of an ex-service son or daughter who died in action or who is totally and permanently disabled

REFER TO APPLICATION INSTRUCTIONS
FOR INFORMATION CONCERNING
THE NUMBER TO USE IN ITEM 3 WHEN REQUIRED

DO NOT WRITE IN THIS SPACE

GIVE ADDRESS WHERE YOU WISH TO BE NOTIFIED
OF TIME AND PLACE FOR EXAMINATION

CHECK COPY TO BE SURE IT IS LEGIBLE

First, middle, and last name

Number and street, or R.D., or post office box no.

City, state, and zip code (zip code must be included)

CSC FORM 5000-B
ADMISSION NOTICE
MAY 1975

IMPORTANT – READ INSTRUCTIONS ON OTHER SIDE

IDENTIFICATION MAY BE REQUIRED FOR WRITTEN EXAMINATIONS

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

1. Which number do you fill in to indicate the dates of honorable activity duty in the armed forces?

   a. 5
   b. 7
   c. 8
   d. 9

2. If you are the spouse of a deceased veteran you should

   a. check box No under number 9
   b. check box Yes under number 9
   c. check box beside number 7
   d. attach a note to the form

WRITING STANDARD F-18 – EVALUATION I

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

(Cont.)

3. If you are blind, where should you indicate it on the form?
   - a. number 7
   - b. number 8
   - c. number 9
   - d. you cannot apply

4. When the form says "be sure it is legible" it means
   - a. be completely filled in
   - b. be correct
   - c. be easy to read
   - d. be typed

5. If you served in the armed forces during the past two years and are now home could you claim veteran preference?
   - a. Yes
   - b. No.

6. What address are you to list?
   - a. Your mailing address
   - b. Your parents' address
   - c. Your work address
   - d. Your address where you wish to be notified.

WRITING STANDARD F-18 – EVALUATION II

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: **Answer the following questions concerning the Application For Diversified Cooperative Training. Write the letter of the correct answer on your own paper.**

APPLICATION FOR DIVERSIFIED COOPERATIVE TRAINING

1. Application is for the school year 197____ - 19____ Date of application: ____________
2. Check one: For the school year for which I am applying, I will be a Jr. ____; Sr. ____
3. Check one: I would like DCT 1st semetester only ____; 2nd semester only ____; both semesters ____
4. Check one: I would like to be in the DCT Club program ____; Not be in the Club program ____
5. Name (print): ____________ (Last) (First) (Middle) 6. Birth date: ________; Age ________
7. Street Address: ____________ (Street) (City) (Zip) Phone: ________
8. Mailing Address (If different) ____________
9. Name of parent or guardian: ____________ Phone: ________
10. Address: ____________ Occupation: ________
11. Where employed: ____________ Soc. Security No. ________
12. If you are now employed, give name of company: ____________
13. Address: ____________ Phone: ________
14. Name of Supervisor: ____________ Do you wish this job under DCT? ________
15. If not now employed, do you have promise of employment? ____ If answer is yes, give name, address and phone of company: ____________ Person we should contact: ________
16. What is your long-term career objective? ____________
17. Extra-curricular activities in which you have participated (indicate years): ____________
18. What are your plans immediately upon graduation? (Further schooling? What kind? Where? Employment? Doing what?, etc.): ____________
19. Have you been in coop education before? ____ If yes, explain: ____________
20. Number 1, 2, 3 below your first **THREE** preferences for On-the Job Training under DCT:

____ Appliance sales and service
____ Auto parts supply
____ Cashier
____ Child care
____ Citrus care and maintenance
____ Dental assistant
____ Cabinet and construction trades
____ Marina operations
____ Motel operations
____ Nurse's aide or orderly
____ Printing trades
____ Restaurant - cook
____ Restaurant - waiter, waitress, cashier
____ Sales - department store
____ Sales - variety store
____ Service station attendant
____ Supermarket - groceries and produce
____ Supermarket - meats

OTHER (List and number): ____________

21. Coordinator comments: ____________

WRITING STANDARD F-18 – EVALUATION II

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

(Cont.)

1. When you place your name on the form you are to:
   a. type;
   b. write in cursive
   c. print
   d. use your initials

2. Whose address goes beside number 10?
   a. yours
   b. your parents'
   c. your employer's
   d. your supervisor's

3. When number 16 refers to your career objective it means:
   a. the work you are doing now
   b. the work you have done in the past
   c. the work you are planning to prepare yourself for
   d. the work you did in high school

4. Which of the following would *not* be considered an extra-curricular activity?
   a. high school baseball team.
   b. straight "A" English work
   c. a bowling team
   d. surfing

5. A guardian is:
   a. your employer
   b. person legally responsible for you
   c. close friend
   d. any relative

6. Beside which number do you place the address of the company you are now working for?
   a. 7
   b. 8
   c. 10
   d. 13

7. How many job-training preferences are you to give?
   a. 1
   b. 2
   c. 3
   d. any number

8. Beside which number do you give your future plans?
   a. 14
   b. 17
   c. 18
   d. 19

WRITING STANDARD F-18 – EVALUATION III

COMPLETE FORMS FOR ENTRANCE TO MILITARY SCIENCE, SCHOOL OR TRAINING PROGRAM

DIRECTIONS: Complete an Application For Diversified Cooperative Training.

APPLICATION FOR DIVERSIFIED COOPERATIVE TRAINING

1. Application is for the school year 197____ - 19____ Date of application: ____________

2. Check one: For the school year for which I am applying, I will be a Jr. ____; Sr. ____

3. Check one: I would like DCT 1st semetester only ____; 2nd semester only ____; both semesters ____

4. Check one: I would like to be in the DCT Club program ____; Not be in the Club program ____

5. Name (print): ________________________ 6. Birth date: ____________; Age ________
(Last) (First) (Middle)

7. Street Address: ________________________________ Phone: ____________
(Street) (City) (Zip)

8. Mailing Address (If different) ________________________________

9. Name of parent or guardian: ________________________ Phone: ________

10. Address: ________________________ Occupation: ____________

11. Where employed: ____________________ Soc. Security No. ____________

12. If you are now employed, give name of company: ________________________

13. Address: ________________________________ Phone: ________

14. Name of Supervisor: ________________ Do you wish this job under DCT? ________

15. If not now employed, do you have promise of employment? ____ If answer is yes, give name, address and phone of company: ________________________
________________________ Person we should contact: ________________

16. What is your long-term career objective? ________________________

17. Extra-curricular activities in which you have participated (indicate years): ________________
____

18. What are your plans immediately upon graduation? (Further schooling? What kind? Where? Employment? Doing what?, etc.): ________________________

19. Have you been in coop education before? ____ If yes, explain: ________________

20. Number 1, 2, 3 below your first **THREE** preferences for On-the Job Training under DCT:

____ Appliance sales and service
____ Auto parts supply
____ Cashier
____ Child care
____ Citrus care and maintenance
____ Dental assistant
____ Cabinet and construction trades
____ Marina operations
____ Motel operations
____ Nurse's aide or orderly
____ Printing trades
____ Restaurant - cook
____ Restaurant - waiter, waitress, cashier
____ Sales - department store
____ Sales - variety store
____ Service station attendant
____ Supermarket - groceries and produce
____ Supermarket - meats

OTHER (List and number): ________________________________
____

21. Coordinator comments: ________________________________
____
____

EVALUATION
ANSWER
KEY

F-18 — Writing Standard

Evaluation I

1) c 2) b 3) a 4) c 5) b 6) d

Evaluation II

1) c 2) b 3) c 4) b 5) b 6) d
7) c 8) c

Evaluation III

Teacher Check Watch for completeness and neatness

F-19: Complete forms used to apply for insurance and credit.

WRITING STANDARD F-19 – PREPARATORY SHEET 1

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Study the following information and kinds of insurance and answer the questions below on your own paper.

KINDS OF INSURANCE

Insurance protects people from many kinds of money losses. It pays a person when that person cannot work because of sickness or injury; when the person's house burns down; in case of death; in case of an automobile accident; and when retirement age is reached.

Life Insurance is based on mortality rate (deaths per 1,000 per year for each age group) and interest rates (money the insurance company expects to earn). Insurance companies know that the average life expectancy is about 73 years.

Ordinary Life Insurance (sometimes called Straight Life) pays the insured's family upon the insured's death. Endowment and Annuity policies provide income in old age. Health Insurance provides for payments of medical expenses. Homeowner's Insurance covers house and furniture against theft, fire, and storm. Automobile Insurance covers accidents, fire, theft, flood, and vandalism.

1. What does "mortality rate" mean?
2. Give your own definition for "insurance."
3. List some of the different kinds of insurance.
4. What kind of insurance would you need if your home burned?
5. What kind of insurance provides income when people get old?
6. If you had an operation in the hospital, what type of insurance would you need?
7. If you car caught on fire, what type of insurance would you collect from?

WRITING STANDARD F-19 – PREPARATORY SHEET 2

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Write your own definition or explanation for each of the words below. You may use the dictionary for assistance.

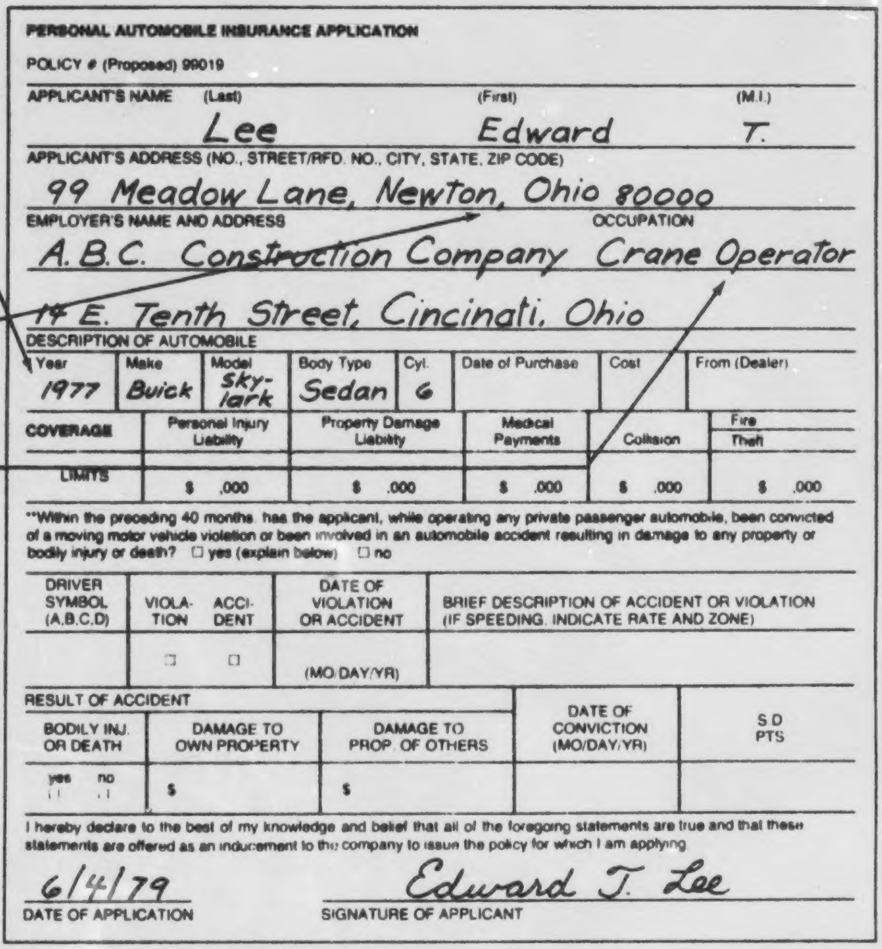
1. revolving charge
2. residence phone
3. business phone
4. net earnings
5. gross earnings
6. former address
7. mortgage
8. dependents
9. previous account
10. liability
11. violation
12. collision
13. occupation
14. credit reference
15. merchandise
16. debt
17. spouse
18. charge account
19. landlord
20. deductible

WRITING STANDARD F-19 – PREPARATORY SHEET 3

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: **Study the following completed Automobile Insurance Application and note the special tips.**

1. **Recognize**
   In this section, give detailed information about your car.
2. **Remember**
   In an address, use a comma between the city and the state.
3. **Write**
   Write the kind of work you do in the section headed OCCUPATION.



PERSONAL AUTOMOBILE INSURANCE APPLICATION

POLICY # (Proposed) 99019

APPLICANT'S NAME (Last)	(First)	(M.I.)
Lee	Edward	T.

APPLICANT'S ADDRESS (NO., STREET/RFD. NO., CITY, STATE, ZIP CODE)
99 Meadow Lane, Newton, Ohio 80000

EMPLOYER'S NAME AND ADDRESS	OCCUPATION
A.B.C. Construction Company 14 E. Tenth Street, Cincinati, Ohio	Crane Operator

DESCRIPTION OF AUTOMOBILE

Year	Make	Model	Body Type	Cyl.	Date of Purchase	Cost	From (Dealer)
1977	Buick	Sky-lark	Sedan	6			

COVERAGE	Personal Injury Liability	Property Damage Liability	Medical Payments	Collision	Fire Theft
LIMITS	$,000	$,000	$,000	$,000	$,000

**Within the preceding 40 months, has the applicant, while operating any private passenger automobile, been convicted of a moving motor vehicle violation or been involved in an automobile accident resulting in damage to any property or bodily injury or death? ☐ yes (explain below) ☐ no

DRIVER SYMBOL (A,B,C,D)	VIOLATION	ACCIDENT	DATE OF VIOLATION OR ACCIDENT	BRIEF DESCRIPTION OF ACCIDENT OR VIOLATION (IF SPEEDING, INDICATE RATE AND ZONE)
	☐	☐	(MO/DAY/YR)	

RESULT OF ACCIDENT				
BODILY INJ. OR DEATH	DAMAGE TO OWN PROPERTY	DAMAGE TO PROP. OF OTHERS	DATE OF CONVICTION (MO/DAY/YR)	S D PTS
yes ☐ no ☐	$	$		

I hereby declare to the best of my knowledge and belief that all of the foregoing statements are true and that these statements are offered as an inducement to the company to issue the policy for which I am applying

6/4/79
DATE OF APPLICATION

Edward T. Lee
SIGNATURE OF APPLICANT

WRITING STANDARD F-19 – ACTIVITY 1

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Study the following information on Automobile Insurance and then answer the questions below on your own paper.

AUTOMOBILE INSURANCE INFORMATION

Most states require that car owners carry insurance to cover damages arising from automobile accidents. Many states have "no-fault" laws. This means that if you should be involved in an accident, your insurance company would pay your expenses and the other driver's company would pay his expenses.

There are many kinds of coverages which may be purchased from the automobile insurance companies. Some of these coverages are listed below:

1. Liability (Bodily Injury) protects the policy owner for any injury he or she may cause anyone else. This is usually written as 5/10, 10/20, 20/40, 50/100. In the case of 5/10, the insurance company will pay up to $5,000 for each person hurt in an accident but no more than $10,000 for the total accident.
2. Liability (Property) coverage is purchased in amounts of $1,000, $5,000, $10,000, etc. It covers damage done to other people's property.
3. Medical Payment covers surgical, dental, nursing, funeral expenses, etc.
4. Collision pays for damages to the car. Usually the policy owner must pay the first $50 or $100, called the deductible.
5. Comprehensive insurance covers damage to your car caused by fire, theft, flood, and vandalism.
6. Road Service insurance covers emergencies such as a flat tire, towing, or starting a car.
7. Uninsured Motor Vehicle insurance protects you when the other driver in an accident does not have insurance.

WRITING STANDARD F-19 – ACTIVITY 1

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

(Cont.)

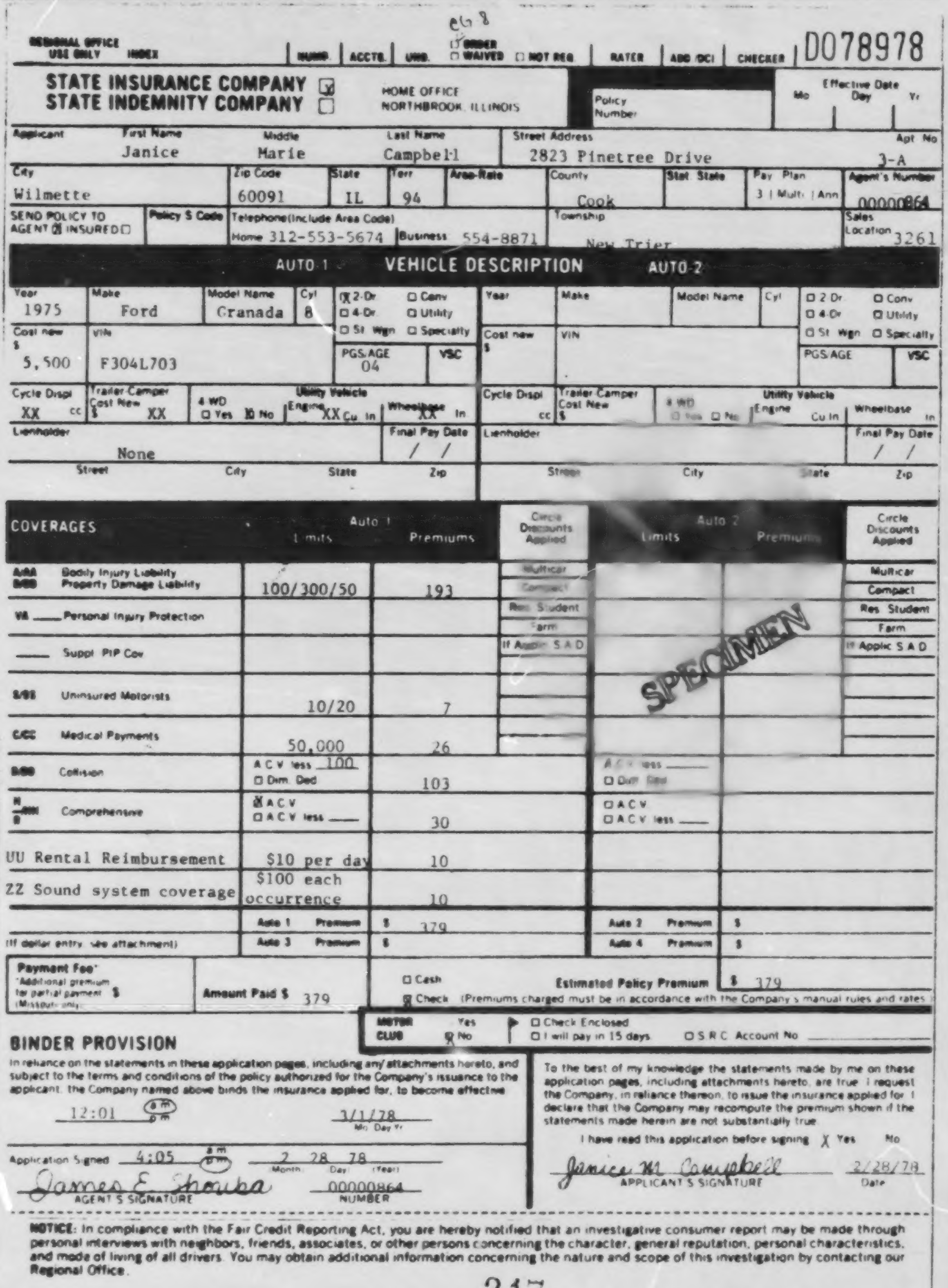
AUTOMOBILE INSURANCE

1. What does the term "20/40" mean in Bodily Injury Liability Insurance?
2. List as many kinds of automobile insurance as you can.
3. What does "no-fault" insurance mean?
4. Why is it a good idea for states to require that car owners carry some kind of automobile insurance?
5. Why is it important to have Medical Payment insurance in addition to Liability Insurance?
6. The cost of automobile insurance is increasing each year. Why is this true?
7. From your study of the preceding page, write your own definitions for the following words. After you have written your definitions, check them with a dictionary.

   liability
   collision
   comprehensive
   insurance
   vandalism
   deductible

WRITING STANDARD F-19 — ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT



REGIONAL OFFICE USE ONLY | INDEX | NUMB. | ACCTS. | UND. | e6 8 ☑ ORDER ☐ WAIVED | ☐ NOT REQ. | RATER | ADD /DCI | CHECKER | D078978

STATE INSURANCE COMPANY ☒
STATE INDEMNITY COMPANY ☐

HOME OFFICE
NORTHBROOK, ILLINOIS

Policy Number

Effective Date Mo Day Yr

Applicant First Name: Janice Middle: Marie Last Name: Campbell
Street Address: 2823 Pinetree Drive Apt No: 3-A
City: Wilmette Zip Code: 60091 State: IL Terr: 94 Area-Rate: County: Cook Stat. State: Pay Plan: 3 | Multi | Ann Agent's Number: 00000864
SEND POLICY TO AGENT ☒ INSURED ☐ Policy S Code: Telephone (Include Area Code) Home 312-553-5674 Business 554-8871 Township: New Trier Sales Location: 3261

AUTO 1 VEHICLE DESCRIPTION AUTO 2

Auto 1:
Year: 1975 Make: Ford Model Name: Granada Cyl: 8 ☒ 2-Dr ☐ 4-Dr ☐ St. Wgn ☐ Conv ☐ Utility ☐ Specialty
Cost new $: 5,500 VIN: F304L703 PGS/AGE: 04 VSC:
Cycle Displ: XX cc Trailer Camper Cost New $: XX 4 WD ☐ Yes ☒ No Utility Vehicle Engine: XX Cu. In Wheelbase: XX In
Lienholder: None Final Pay Date: / /
Street City State Zip

Auto 2:
Year: Make: Model Name: Cyl: ☐ 2-Dr ☐ 4-Dr ☐ St. Wgn ☐ Conv ☐ Utility ☐ Specialty
Cost new $: VIN: PGS/AGE: VSC:
Cycle Displ: cc Trailer Camper Cost New $: 4 WD ☐ Yes ☐ No Utility Vehicle Engine: Cu In Wheelbase: In
Lienholder: Final Pay Date: / /
Street City State Zip

COVERAGES	Auto 1 Limits	Auto 1 Premiums	Circle Discounts Applied	Auto 2 Limits	Auto 2 Premiums	Circle Discounts Applied
A/AA Bodily Injury Liability B/BB Property Damage Liability	100/300/50	193	Multicar Compact			Multicar Compact
VA ___ Personal Injury Protection			Res. Student Farm			Res. Student Farm
___ Suppl. PIP Cov			If Applic S A D			If Applic S A D
S/SS Uninsured Motorists	10/20	7				
C/CC Medical Payments	50,000	26				
D/DD Collision	A C V less 100 ☐ Dim. Ded	103		A C V less ___ ☐ Dim. Ded		
H/HHH Comprehensive	☒ A C V ☐ A C V less ___	30		☐ A C V ☐ A C V less ___		
UU Rental Reimbursement	$10 per day	10				
ZZ Sound system coverage	$100 each occurrence	10				
	Auto 1 Premium	$ 379		Auto 2 Premium	$	
(If dollar entry, see attachment)	Auto 3 Premium	$		Auto 4 Premium	$	

SPECIMEN

Payment Fee* *Additional premium for partial payment $ (Missouri only)
Amount Paid $ 379
☐ Cash ☒ Check Estimated Policy Premium $ 379
(Premiums charged must be in accordance with the Company's manual rules and rates.)
MOTOR CLUB Yes ☒ No ☐ Check Enclosed ☐ I will pay in 15 days ☐ S.R.C. Account No ______

BINDER PROVISION

In reliance on the statements in these application pages, including any attachments hereto, and subject to the terms and conditions of the policy authorized for the Company's issuance to the applicant, the Company named above binds the insurance applied for, to become effective

12:01 [✓ a.m.] p.m. 3/1/78 Mo. Day Yr.

Application Signed 4:05 a.m. [✓ p.m.] 2 28 78 (Month) (Day) (Year)

James E. Shouba
AGENT'S SIGNATURE
00000864
NUMBER

To the best of my knowledge the statements made by me on these application pages, including attachments hereto, are true. I request the Company, in reliance thereon, to issue the insurance applied for. I declare that the Company may recompute the premium shown if the statements made herein are not substantially true.

I have read this application before signing X Yes No

Janice M. Campbell
APPLICANT'S SIGNATURE
2/28/78
Date

NOTICE: In compliance with the Fair Credit Reporting Act, you are hereby notified that an investigative consumer report may be made through personal interviews with neighbors, friends, associates, or other persons concerning the character, general reputation, personal characteristics, and mode of living of all drivers. You may obtain additional information concerning the nature and scope of this investigation by contacting our Regional Office.

WRITING STANDARD F-19 – ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

(Cont.)

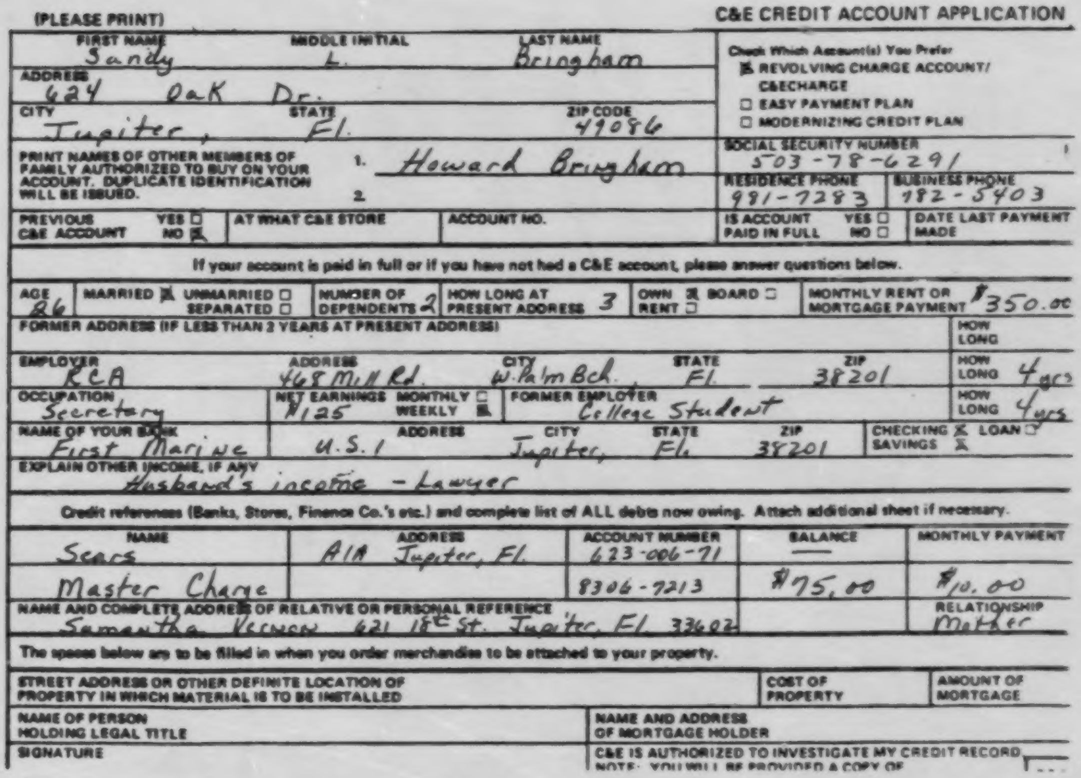
DIRECTIONS: Answer the questions below as they relate to the completed application for insurance. Use your own paper.

1. Who is applying for this insurance?
2. What year car does she own?
3. Does she owe any money on her car?
4. How much will this policy pay for medical expenses?
5. What is the deductible for an accident?
6. How much will the insurance company pay if you have to rent a car due to accident?
7. When will this policy go into effect?
8. What was the cost of this policy?
9. Is her car a 4-door or 2- door?
10. What do the numbers under the column "Premiums" mean?

WRITING STANDARD F-19 – ACTIVITY 3

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Answer the questions below based on the C & E Credit Application. Use your own paper.



(PLEASE PRINT)

C&E CREDIT ACCOUNT APPLICATION

FIRST NAME Sandy MIDDLE INITIAL L. LAST NAME Bringham

ADDRESS 624 Oak Dr.

CITY Jupiter, STATE Fl. ZIP CODE 49086

PRINT NAMES OF OTHER MEMBERS OF FAMILY AUTHORIZED TO BUY ON YOUR ACCOUNT. DUPLICATE IDENTIFICATION WILL BE ISSUED.
1. Howard Bringham
2.

Check Which Account(s) You Prefer
☒ REVOLVING CHARGE ACCOUNT/ C&ECHARGE
☐ EASY PAYMENT PLAN
☐ MODERNIZING CREDIT PLAN

SOCIAL SECURITY NUMBER 503-78-6291

RESIDENCE PHONE 981-7283 BUSINESS PHONE 782-5403

PREVIOUS C&E ACCOUNT YES ☐ NO ☒ AT WHAT C&E STORE ACCOUNT NO.

IS ACCOUNT PAID IN FULL YES ☐ NO ☐ DATE LAST PAYMENT MADE

If your account is paid in full or if you have not had a C&E account, please answer questions below.

AGE 26 MARRIED ☒ UNMARRIED ☐ SEPARATED ☐ NUMBER OF DEPENDENTS 2 HOW LONG AT PRESENT ADDRESS 3 OWN ☒ RENT ☐ BOARD ☐ MONTHLY RENT OR MORTGAGE PAYMENT $350.00

FORMER ADDRESS (IF LESS THAN 2 YEARS AT PRESENT ADDRESS) HOW LONG

EMPLOYER RCA ADDRESS 468 Mill Rd. CITY W. Palm Bch. STATE Fl. ZIP 38201 HOW LONG 4 yrs

OCCUPATION Secretary NET EARNINGS $125 MONTHLY ☐ WEEKLY ☒ FORMER EMPLOYER College Student HOW LONG 4 yrs

NAME OF YOUR BANK First Marine ADDRESS U.S. 1 CITY Jupiter, STATE Fl. ZIP 38201 CHECKING ☒ SAVINGS ☒ LOAN ☐

EXPLAIN OTHER INCOME, IF ANY Husband's income – Lawyer

Credit references (Banks, Stores, Finance Co.'s etc.) and complete list of ALL debts now owing. Attach additional sheet if necessary.

NAME	ADDRESS	ACCOUNT NUMBER	BALANCE	MONTHLY PAYMENT
Sears	A1A Jupiter, Fl.	623-006-71	—	
Master Charge		8306-7213	$75.00	$10.00

NAME AND COMPLETE ADDRESS OF RELATIVE OR PERSONAL REFERENCE Samantha Vernon 621 18th St. Jupiter, Fl. 33602 RELATIONSHIP Mother

The spaces below are to be filled in when you order merchandise to be attached to your property.

STREET ADDRESS OR OTHER DEFINITE LOCATION OF PROPERTY IN WHICH MATERIAL IS TO BE INSTALLED COST OF PROPERTY AMOUNT OF MORTGAGE

NAME OF PERSON HOLDING LEGAL TITLE NAME AND ADDRESS OF MORTGAGE HOLDER

SIGNATURE C&E IS AUTHORIZED TO INVESTIGATE MY CREDIT RECORD. NOTE: YOU WILL BE PROVIDED A COPY OF

1. What two people will be able to use this charge card?
2. How many children does Sandy have?
3. How long has she worked at RCA?
4. What is her occupation?
5. What two credit references did she use?
6. How much money does Sandy owe on her Sears card?
7. Does Sandy own her home or rent an apartment?
8. How much are her house or rent payments?

WRITING STANDARD F-19 – ACTIVITY 4

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Neatly and thoroughly complete the following Check Cashing Card Application.

CHECK CASHING CARD APPLICATION

PLEASE PRINT

NAME ______ DATE ______ CHECK CARD NO. ______
LAST FIRST MIDDLE

HOME ADDRESS ______
STREET CITY STATE ZIP CODE

HOME PHONE ______ PHONE LISTED IN NAME OF ______

BANK NAME (YOUR BRANCH) ______ CHECKING ACCOUNT NO. ______

BANK ADDRESS ______
STREET CITY STATE ZIP CODE

WHERE EMPLOYED ______ HOW LONG ______

BUSINESS ADDRESS ______ BUSINESS PHONE ______
STREET CITY STATE ZIP CODE

CREDIT REF. ______

CREDIT REF. ______

SELF ______ HEIGHT ______ WEIGHT ______ EYES ______ DATE OF BIRTH ______

SPOUSE ______ HEIGHT ______ WEIGHT ______ EYES ______ DATE OF BIRTH ______

DRIV. LIC. NO. ______ SIGNATURE ______ (AS CHECK WILL BE SIGNED)

SPOUSE DRIV. LIC. NO. ______ SIGNATURE ______ (AS CHECK WILL BE SIGNED)

☐ CHECK IF TWO CARDS ARE DESIRED APPROVED BY DATE

ACTIVITY ANSWER KEY

F-19 — Writing Standard

Activity 1

1) The company will pay up to $20,000 per person hurt but not more than $40,000 total.

2) Various answers

3) Each insurance company pays the expenses for the car it covers in an accident.

4) If someone caused an accident but didn't have insurance or money, the innocent person would have and pay his own expenses.

5) Liability covers damage to other people's property. Medical payments pay when the people are hurt.

6) The cost of cars and hospital costs are continually rising.

7) Student answers

Activity 2

1) Janice Marie Campbell
2) 1975 Ford Granada
3) No (She lists none under lienholder)
4) $50,000
5) $100
6) $10 day
7) March 1, 1978
8) $379
9) 2 door
10) The cost for each of the type coverages Janice has on her policy.

Activity 3

1) Sandy Bringham and Howard Bringham
2) 2 children
3) 4 years
4) Secretary
5) Sears and Master Charge
6) None
7) owns her home
8) $350.00 a month

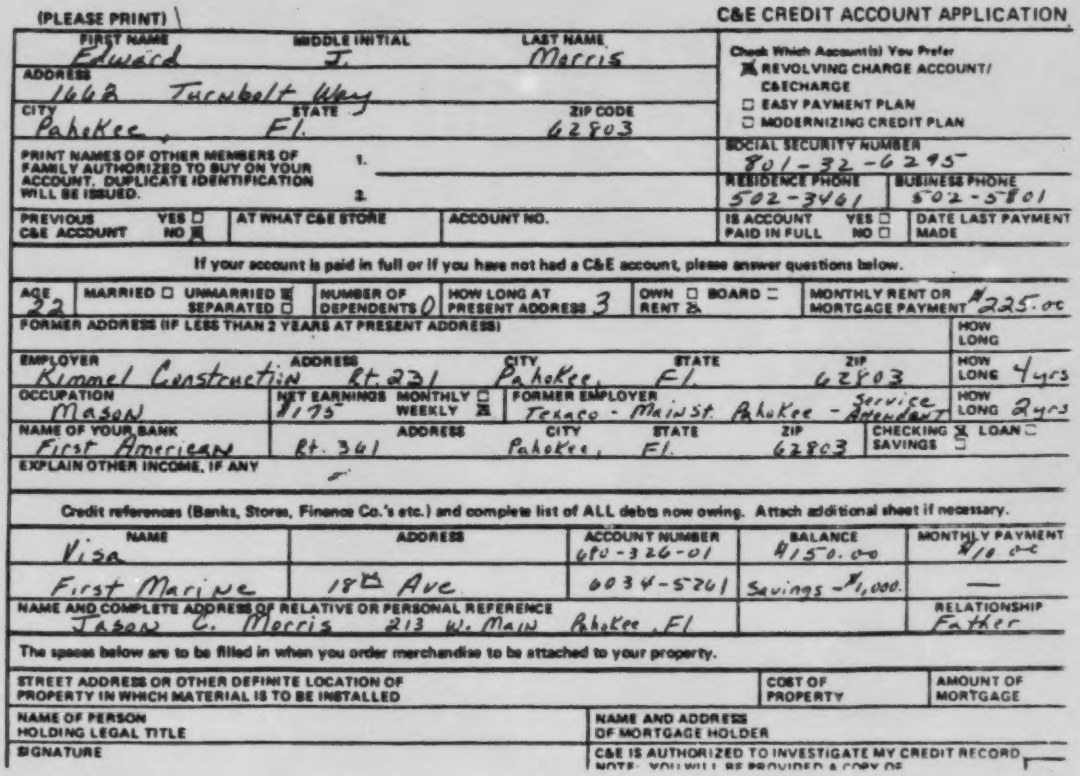
Activity 4

Teacher Check - Watch for completeness and neatness!

WRITING STANDARD F-19 — EVALUATION I

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Answer the following questions based on the completed C & E Credit Account Application. Write the answers on your own paper.



(PLEASE PRINT)

C&E CREDIT ACCOUNT APPLICATION

FIRST NAME: Edward
MIDDLE INITIAL: J.
LAST NAME: Morris
ADDRESS: 1662 Turnbolt Way
CITY: Pahokee,
STATE: Fl.
ZIP CODE: 62803

Check Which Account(s) You Prefer
☒ REVOLVING CHARGE ACCOUNT/ C&ECHARGE
☐ EASY PAYMENT PLAN
☐ MODERNIZING CREDIT PLAN

SOCIAL SECURITY NUMBER: 801-32-6295
RESIDENCE PHONE: 502-3461
BUSINESS PHONE: 502-5801

PRINT NAMES OF OTHER MEMBERS OF FAMILY AUTHORIZED TO BUY ON YOUR ACCOUNT. DUPLICATE IDENTIFICATION WILL BE ISSUED.
1.
2.

PREVIOUS C&E ACCOUNT: YES ☐ NO ☒
AT WHAT C&E STORE:
ACCOUNT NO.:
IS ACCOUNT PAID IN FULL: YES ☐ NO ☐
DATE LAST PAYMENT MADE:

If your account is paid in full or if you have not had a C&E account, please answer questions below.

AGE: 22
MARRIED ☐ UNMARRIED ☒ SEPARATED ☐
NUMBER OF DEPENDENTS: 0
HOW LONG AT PRESENT ADDRESS: 3
OWN ☐ BOARD ☐ RENT ☒
MONTHLY RENT OR MORTGAGE PAYMENT: $225.00

FORMER ADDRESS (IF LESS THAN 2 YEARS AT PRESENT ADDRESS):
HOW LONG:

EMPLOYER: Kimmel Construction
ADDRESS: Rt. 231
CITY: Pahokee,
STATE: Fl.
ZIP: 62803
HOW LONG: 4 yrs

OCCUPATION: Mason
NET EARNINGS: $175
MONTHLY ☐ WEEKLY ☒
FORMER EMPLOYER: Texaco - Main St. Pahokee - Service Attendant
HOW LONG: 2 yrs

NAME OF YOUR BANK: First American
ADDRESS: Rt. 341
CITY: Pahokee,
STATE: Fl.
ZIP: 62803
CHECKING ☒ SAVINGS ☐ LOAN ☐

EXPLAIN OTHER INCOME, IF ANY: –

Credit references (Banks, Stores, Finance Co.'s etc.) and complete list of ALL debts now owing. Attach additional sheet if necessary.

NAME	ADDRESS	ACCOUNT NUMBER	BALANCE	MONTHLY PAYMENT
Visa		680-326-01	$150.00	$10.00
First Marine	18th Ave	6034-5261	Savings - $1,000.	—

NAME AND COMPLETE ADDRESS OF RELATIVE OR PERSONAL REFERENCE: Jason C. Morris 213 W. Main Pahokee, Fl
RELATIONSHIP: Father

The spaces below are to be filled in when you order merchandise to be attached to your property.

STREET ADDRESS OR OTHER DEFINITE LOCATION OF PROPERTY IN WHICH MATERIAL IS TO BE INSTALLED:
COST OF PROPERTY:
AMOUNT OF MORTGAGE:
NAME OF PERSON HOLDING LEGAL TITLE:
NAME AND ADDRESS OF MORTGAGE HOLDER:
SIGNATURE:
C&E IS AUTHORIZED TO INVESTIGATE MY CREDIT RECORD
NOTE: YOU WILL BE PROVIDED A COPY OF

WRITING STANDARD F-19 — EVALUATION I

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

(Cont.)

1. Which of the following is *not* true about Edward Morris?

   a. He is 22.
   b. He is married
   c. He lives in Pahokee
   d. He has never had a C & E account

2. How many children does Edward have?

   a. 0
   b. 1
   c. 2
   d. 3

3. Which of the following did Edward *not* use as a credit reference?

   a. Visa
   b. First Marine
   c. First American

4. Where does Edward presently work?

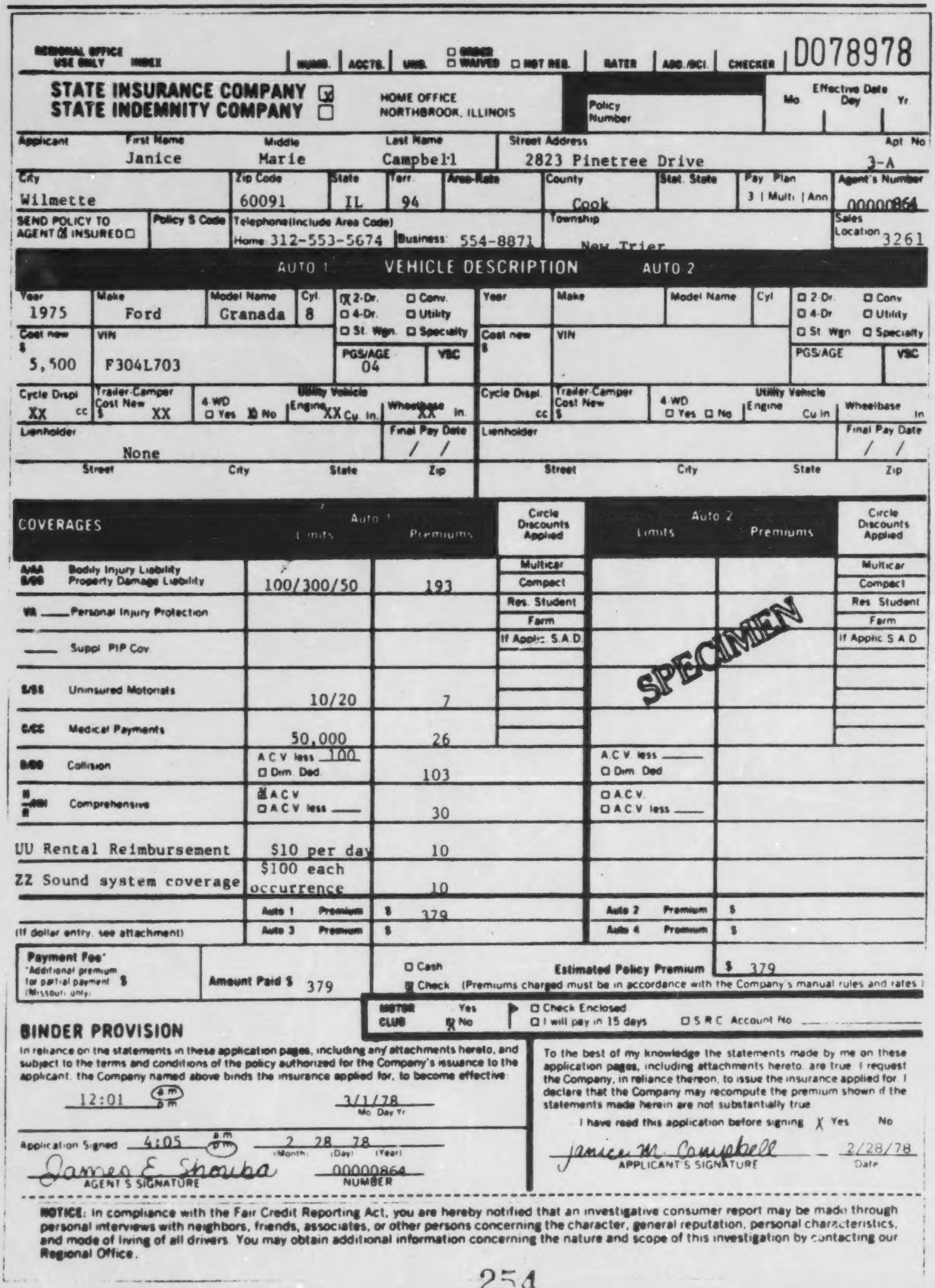
   a. Texaco Gas Station
   b. First American Bank
   c. Kimmel Construction Co.
   d. He doesn't work

5. How much does Edward owe Visa?

   a. $100
   b. $150
   c. $200
   d. none

WRITING STANDARD F-19 — EVALUATION II

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT



REGIONAL OFFICE USE ONLY | INDEX | NUMB. | ACCTS. | UND. | ☐ ORDER ☐ WAIVED | ☐ NOT REQ. | RATER | ADD./DCI. | CHECKER | D078978

STATE INSURANCE COMPANY ☒
STATE INDEMNITY COMPANY ☐

HOME OFFICE
NORTHBROOK, ILLINOIS

Policy Number

Effective Date Mo Day Yr

Applicant	First Name Janice	Middle Marie	Last Name Campbell	Street Address 2823 Pinetree Drive			Apt No 3-A
City Wilmette	Zip Code 60091	State IL	Terr. 94	Area-Rate	County Cook	Stat. State	Pay Plan 3 | Multi | Ann
Agent's Number 00000864	SEND POLICY TO AGENT ☒ INSURED ☐	Policy $ Code	Telephone (Include Area Code) Home 312-553-5674	Business: 554-8871	Township New Trier		Sales Location 3261

AUTO 1 VEHICLE DESCRIPTION AUTO 2

	Auto 1	Auto 2
Year	1975	
Make	Ford	
Model Name	Granada	
Cyl.	8	
Body	☒ 2-Dr. ☐ Conv. ☐ 4-Dr. ☐ Utility ☐ St. Wgn. ☐ Specialty	☐ 2-Dr. ☐ Conv ☐ 4-Dr ☐ Utility ☐ St Wgn ☐ Specialty
Cost new $	5,500	
VIN	F304L703	
PGS/AGE	04	
VSC		
Cycle Displ. cc	XX	
Trailer-Camper Cost New $	XX	
4-WD	☐ Yes ☒ No	☐ Yes ☐ No
Utility Vehicle Engine Cu. In.	XX	
Wheelbase In.	XX	
Lienholder	None	
Final Pay Date	/ /	/ /
Street City State Zip		

COVERAGES		Auto 1 Limits	Auto 1 Premiums	Circle Discounts Applied	Auto 2 Limits	Auto 2 Premiums	Circle Discounts Applied
A/AA B/BB	Bodily Injury Liability Property Damage Liability	100/300/50	193	Multicar Compact			Multicar Compact
VR	____ Personal Injury Protection			Res. Student Farm			Res. Student Farm
____	Suppl. PIP Cov.			If Applic. S.A.D.			If Applic. S.A.D.
S/SS	Uninsured Motorists	10/20	7				
C/CC	Medical Payments	50,000	26				
D/DD	Collision	A.C.V. less 100 ☐ Dim. Ded.	103		A.C.V. less ____ ☐ Dim. Ded.		
[illegible]	Comprehensive	☒ A.C.V. ☐ A.C.V. less ____	30		☐ A.C.V. ☐ A.C.V. less ____		
UU	Rental Reimbursement	$10 per day	10				
ZZ	Sound system coverage	$100 each occurrence	10				
		Auto 1 Premium	$ 379		Auto 2 Premium	$	
	(If dollar entry, see attachment)	Auto 3 Premium	$		Auto 4 Premium	$	

SPECIMEN

Payment Fee*
*Additional premium for partial payment (Missouri only) $

Amount Paid $ 379

☐ Cash
☒ Check (Premiums charged must be in accordance with the Company's manual rules and rates.)

Estimated Policy Premium $ 379

MOTOR CLUB Yes ☒ No

☐ Check Enclosed
☐ I will pay in 15 days
☐ S.R.C. Account No ____

BINDER PROVISION

In reliance on the statements in these application pages, including any attachments hereto, and subject to the terms and conditions of the policy authorized for the Company's issuance to the applicant, the Company named above binds the insurance applied for, to become effective:

12:01 [✓ a.m.] p.m. 3/1/78 (Mo Day Yr)

Application Signed 4:05 a.m. [✓ p.m.] 2 28 78 (Month) (Day) (Year)

James E. Shoiba
AGENT'S SIGNATURE

00000864
NUMBER

To the best of my knowledge the statements made by me on these application pages, including attachments hereto, are true. I request the Company, in reliance thereon, to issue the insurance applied for. I declare that the Company may recompute the premium shown if the statements made herein are not substantially true.

I have read this application before signing X Yes No

Janice M. Campbell
APPLICANT'S SIGNATURE

2/28/78
Date

NOTICE: In compliance with the Fair Credit Reporting Act, you are hereby notified that an investigative consumer report may be made through personal interviews with neighbors, friends, associates, or other persons concerning the character, general reputation, personal characteristics, and mode of living of all drivers. You may obtain additional information concerning the nature and scope of this investigation by contacting our Regional Office.

WRITING STANDARD F-19 – EVALUATION II
COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Study the application for automobile insurance and answer the questions below.

1. Janice Campbell wants to insure her car which is a:
   a. Mercury
   b. Dodge
   c. Ford
   d. Chevy

2. Which of the following facts about her car is *not* true?
   a. It is a 1975
   b. It is an 8 cylinder
   c. It cost $5,500 when she bought it
   d. It is a 4-door

3. If Janice needs to rent a car because of an accident, the company will pay:
   a. $10 a day
   b. $20 a day
   c. $30 a day
   d. $50 a day

4. Janice has a deductible on collision of:
   a. $50
   b. $100
   c. $200
   d. No deductible

5. In order to have her sound system covered in her policy, it cost Janice:
   a. $7
   b. $10
   c. $26
   d. $30

WRITING STANDARD F-19 – EVALUATION III

COMPLETE FORMS USED TO APPLY FOR INSURANCE AND CREDIT

DIRECTIONS: Complete the following Check Cashing Card Application.

CHECK CASHING CARD APPLICATION

PLEASE PRINT

NAME __________ DATE __________ CHECK CARD NO. __________
LAST FIRST MIDDLE

HOME ADDRESS __________
STREET CITY STATE ZIP CODE

HOME PHONE __________ PHONE LISTED IN NAME OF __________

BANK NAME (YOUR BRANCH) __________ CHECKING ACCOUNT NO. __________

BANK ADDRESS __________
STREET CITY STATE ZIP CODE

WHERE EMPLOYED __________ HOW LONG __________

BUSINESS ADDRESS __________ BUSINESS PHONE __________
STREET CITY STATE ZIP CODE

CREDIT REF. __________

CREDIT REF. __________

SELF _____ HEIGHT _____ WEIGHT _____ EYES _____ DATE OF BIRTH _____

SPOUSE _____ HEIGHT _____ WEIGHT _____ EYES _____ DATE OF BIRTH _____

DRIV. LIC. NO. __________ SIGNATURE __________
(AS CHECK WILL BE SIGNED)

SPOUSE DRIV. LIC. NO. __________ SIGNATURE __________
(AS CHECK WILL BE SIGNED)

☐ CHECK IF TWO CARDS ARE DESIRED APPROVED BY DATE

EVALUATION
ANSWER
KEY

F-19 – Writing Standard

Evaluation I

1) b 2) a 3) c 4) c 5) b

Evaluation II

1) c 2) d 3) a 4) b 5) b

Evaluation III

Teacher Check - Answers will vary
Watch for completeness and neatness

F-20: Complete forms used to apply for employment.

WRITING STANDARD F-20 – PREPARATORY SHEET 1

COMPLETE FORMS USED TO APPLY FOR EMPLOYMENT.

DIRECTIONS: Study the following tips for successfully filling out an application blank.

FILLING OUT AN APPLICATION

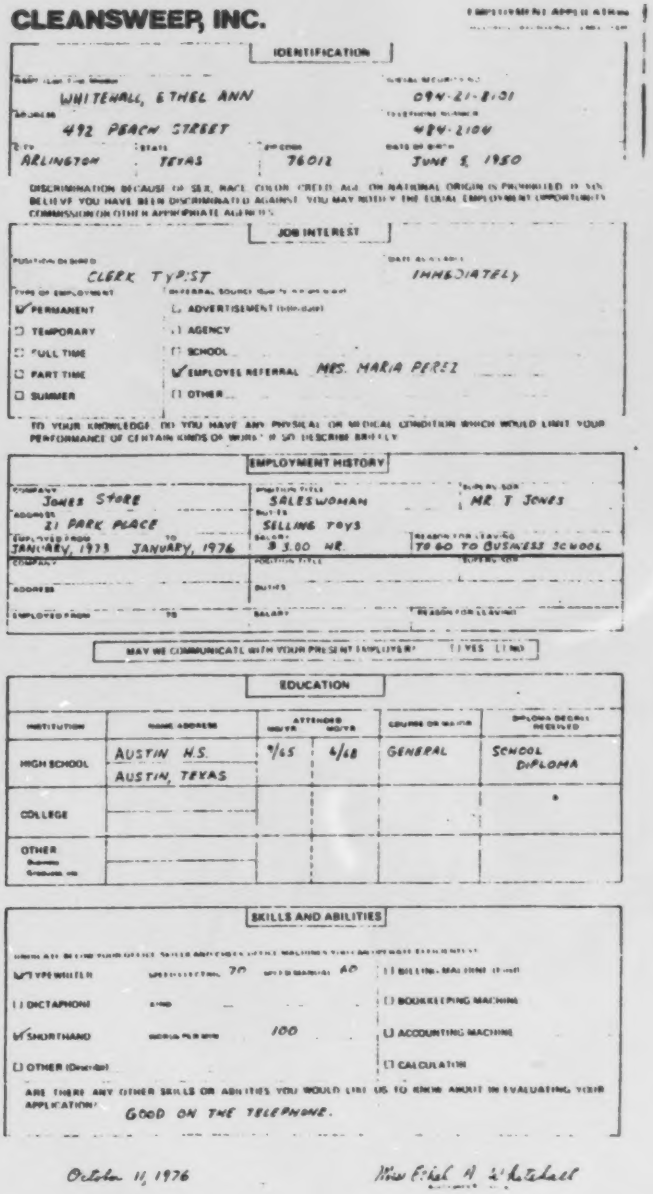
The application blank serves as a messenger between the candidate and the potential employer. View it with the same importance you give to the letter of application. The employer who interprets the completed blank may find out more from it than the candidate ever intended. It is an important link in hiring.

Here are some helpful hints in filling out an application blank:

1. Fill out the application blank neatly and accurately. Physical appearance of the form tells the employer something about the applicant.
2. Use ink and print answers unless otherwise specified. Write your signature.
3. Answer all questions. Questions left unanswered become conspicuous by their absence.
4. Answer all questions frankly and as honestly as you can. If you are hired, your application form will become part of your permanent personnel record.
5. Follow instructions. Be careful with dates and the order in which you tell about past job experience. If asked to list both jobs and education in reverse order with most recent experience first, do so.
6. Give required number of references.
7. If requested, state minimum acceptable salary. This question should not be left unanswered.

WRITING STANDARD F-20 – PREPARATORY SHEET 2
COMPLETE FORMS USED TO APPLY FOR EMPLOYMENT.

DIRECTIONS: Study the following completed application for Cleansweep, Inc. Notice how neatly Ethel has printed.



CLEANSWEEP, INC.

IDENTIFICATION

WHITEHALL, ETHEL ANN   094-21-8101

492 PEACH STREET   484-2104

ARLINGTON   TEXAS   76012   JUNE 5, 1950

DISCRIMINATION BECAUSE OF SEX, RACE, COLOR, CREED, AGE, OR NATIONAL ORIGIN IS PROHIBITED. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, YOU MAY NOTIFY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OR OTHER APPROPRIATE AGENCIES.

JOB INTEREST

CLERK TYPIST   IMMEDIATELY

☑ PERMANENT
☐ TEMPORARY
☐ FULL TIME
☐ PART TIME
☐ SUMMER

☐ ADVERTISEMENT
☐ AGENCY
☐ SCHOOL
☑ EMPLOYEE REFERRAL MRS. MARIA PEREZ
☐ OTHER

TO YOUR KNOWLEDGE, DO YOU HAVE ANY PHYSICAL OR MEDICAL CONDITION WHICH WOULD LIMIT YOUR PERFORMANCE OF CERTAIN KINDS OF WORK? IF SO, DESCRIBE BRIEFLY.

EMPLOYMENT HISTORY

COMPANY: JONES STORE
POSITION TITLE: SALESWOMAN
SUPERVISOR: MR. T JONES
ADDRESS: 21 PARK PLACE
DUTIES: SELLING TOYS
EMPLOYED FROM: JANUARY, 1973 TO: JANUARY, 1976
SALARY: $3.00 HR.
REASON FOR LEAVING: TO GO TO BUSINESS SCHOOL

COMPANY
POSITION TITLE
SUPERVISOR
ADDRESS
DUTIES
EMPLOYED FROM
TO
SALARY
REASON FOR LEAVING

MAY WE COMMUNICATE WITH YOUR PRESENT EMPLOYER? ☐ YES ☐ NO

EDUCATION

INSTITUTION	NAME, ADDRESS	ATTENDED MO/YR	ATTENDED MO/YR	COURSE OR MAJOR	DIPLOMA, DEGREE RECEIVED
HIGH SCHOOL	AUSTIN H.S. AUSTIN, TEXAS	9/65	6/68	GENERAL	SCHOOL DIPLOMA
COLLEGE					
OTHER					

SKILLS AND ABILITIES

☑ TYPEWRITER   70   60
☐ DICTAPHONE
☑ SHORTHAND   100
☐ OTHER (Describe)

☐ BILLING MACHINE
☐ BOOKKEEPING MACHINE
☐ ACCOUNTING MACHINE
☐ CALCULATOR

ARE THERE ANY OTHER SKILLS OR ABILITIES YOU WOULD LIKE US TO KNOW ABOUT IN EVALUATING YOUR APPLICATION?
GOOD ON THE TELEPHONE.

October 11, 1976   Miss Ethel A. Whitehall

WRITING STANDARD F-20– ACTIVITY 1

COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Match the following words with their meanings. You may use your dictionary. Write the letter of the correct answer on your own paper.

WORDS	MEANINGS
1. *occupation*	A. how much you weigh
2. *height*	B. do something to the body usually with instruments to improve health
3. *operation*	C. sickness
4. *birthdate*	D. check-up
5. *residence*	E. something you have left after you cut yourself
6. *illness*	F. an adult (not a relation) who can tell something about you or how you work
7. *doctor*	G. a record of the jobs and employers you have had
8. *weight*	H. your job
9. *physical defect*	I. something that is seriously wrong with your body
10. *references*	J. date you were born
11. *health*	K. how tall you are
12. *physical examination*	L. where you live
13. *work experience*	M. a record of the schools you have gone to
14. *education history*	N. a person trained in taking care of a persons health
15. *scar*	O. how you are and feel physically

WRITING STANDARD F-20 – ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR EMPLOYMENT.

DIRECTIONS: **Match the following vocabulary words with their meanings. You may use your dictionary. Write the correct answer on your paper.**

I.

agency
apply
available
benefits
blanks

1. spaces to write something in
2. extras like vacation pay, insurance, etc.
3. open – "You can try for it!"
4. place that will try to find you a job
5. ask for a job

II.

bonded
clerical
citizenship
career goals
convicted

1. insured – The insurance company pays the boss if an employee steals from the company
2. found guilty
3. office work
4. country you belong to
5. jobs you'd like to aim for some day

III.

compensation
defect
dependents
education
employment

1. pay for injury or if you're out of work
2. how far you've gone in school
3. a job
4. something that's wrong or not working well
5. people you support with money you earn

IV.

employee
employer
experience
former
full-time

1. worker
2. about 40 hours a week
3. things you've done before or jobs you've had
4. the boss; you work for him
5. in the past

WRITING STANDARD F-20 – ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR EMPLOYMENT.

(Cont.)

V.

handicap
height
hobbies
interview
of legal age

1. how tall you are
2. old enough to hold a job
3. talk about the job you want
4. something wrong or that doesn't work well
5. things you do for fun

VI.

major
maiden name
Military Service
part-time
office

1. woman's name before marriage
2. time in the Army, Navy, Marines, etc.
3. very important
4. less than 40 hours a week
5. place for business work

VII.

opportunity
overtime
permanent
physical
position

1. a job
2. a chance at something good
3. having to do with your body
4. more than 40 hours a week
5. for good, not for just a short while

VIII.

personal
personnel
Personnel Department
prefer
qualifications

1. the company department that hires people
2. like to have
3. whatever shows that you can do the job
4. belongs to you
5. workers

WRITING STANDARD F-20 – ACTIVITY 2

COMPLETE FORMS USED TO APPLY FOR EMPLOYMENT.

(Cont.)

IX.

references
resume
raise
sex
single

1. not married
2. people who know you and who can describe your personality and abilities
3. more pay for your work
4. description of yourself by you
5. male or female - pick one

WRITING STANDARD F-20– ACTIVITY 3

COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: **Answer the following questions about the completed application for employment.**

APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE, DO NOT WRITE

Date 9-18-79

1. Name Maney, (Last) Russell (First) T. (Middle) Social Security No 386-56-7234

2. Present Address 1610 W. Main St. (No. & St.) Lake Worth (City, Town) Fl. (State) 33406 (Zip) Tel. No. 782-3426

3. Marital Status single

4. Name of any friend or relative in the company Harvey Light

5. a) Position Desired or Applying for Machinist

b) Minimum Salary Required $200 wk.

c) Date Available for Work now

PREVIOUS WORK HISTORY

6.

	Have you ever previously:	Yes	No	If "Yes" please explain
a)	been employed?	✓		Machine operator in New York for 6 yrs.
b)	applied for employment?		✓	
c)	had or do you now have any physical defects, limitations, or chronic ailments?		✓	
d)	had or do you now have any serious injury or illness?		✓	

7. **EDUCATION**

	Name and Address of School	Dates Attended From	Dates Attended To	Graduate?	Major Study	Type of Degree	Gr. Average
a)	High School Suncoast Address N. 29th St. Riviera Bch.	1965	1969	Yes	N/A	N/A	3.0
b)	College or University Address						
c)	Business or Technical School North Tech. Address Riviera Bch.	1968	1969	Yes	Machine Mechanic		
d)	Other Address						

8. Hobbies, sports, college activities, civic or business association memberships and offices held Racing Cars

9. List any technical or business skills you possess. Include training and special courses.
Can operate most large machines

10. **MILITARY SERVICE**

a) If you have served in the U.S. Armed Forces, what Branch? N/A

b) Dates of Military Service: From ______ To ______ Highest rank achieved?

c) List duties and training while in Service

WRITING STANDARD F-20– ACTIVITY 3

COMPLETE FORMS USED FOR EMPLOYMENT

(Cont.)

1. What type of work does Russell desire?
2. Does Russell know anyone working for this company?
3. What experience for this job has Russell had?
4. When can he start work?
5. Did Russell go to college?
6. Was Russell in any branch of the military?
7. Is Russell married?
8. Why would Russell's technical training be important to write down on this application?
9. What is the least amount of money Russell is willing to work for?
10. If Russell played on a city baseball team, beside which number would he write that information?

WRITING STANDARD F-20– ACTIVITY 4

COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Complete the following application for employment.

APPLICATION FOR EMPLOYMENT

Print or Type

Name ____
(Last) (First) (Middle)

Present Address ____
(Street) (City) (State) (Zip)

Telephone No. ____________________ Date of Birth ____________________

Ht. __________ Wt. __________ Sex ________ Soc. Security No. ____________________

U. S. Citizen ______________ If Not, Explain ______________________________

Health: Have you ever had any of the following conditions, ailments, diseases, or physical problems? (Answer "Yes" or "No"?)

1. Rupture or Hernia ____________
2. Arthritis or Rheumatism ________
3. Diabetes ____________
4. Epilepsy ____________
5. Dizziness ____________
6. Tuberculosis ____________
7. Eye Trouble ____________
8. Heart Trouble ____________
9. Skin Eruptions ____________
10. Hearing or Ear Trouble ________
11. High Blood Pressure ________
12. Hemophilia (Bleeder) ________
13. Asthma ____________
14. Other (list) ____________

Number of Days off School Last Year for Illness ______________________________

Physical Handicaps, If Any ______________________________

In Case of Emergency, Notify ______________________________

Relationship ______________________________

Address ______________________________ Telephone ____________________
(Street) (City) (State)

Education: Name and Location of Schools Attended

Elementary ______________________________ No. of Years ______ Last Grade Attended ______
(Name) (Location)

Middle/Junior ______________________________ No. of Years ______ Last Grade Attended ______
(Name) (Location)

Senior High ______________________________
(Name) (Location)

Business or Trade School ______________________________
(Name) (Location)

WRITING STANDARD F-20– ACTIVITY 4

COMPLETE FORMS USED FOR EMPLOYMENT

(Cont.)

Employment History

Have you ever held a job? Yes ____________ No ____________

If Yes, please describe ______________________________

If No, explain what job you would like to hold ______________________________

References (Not Relatives)

	Name	Occupation
1.		
2.		
3.		

Future Plans (Please write what you think you may do.)

____

____

____

____

____

____

____

____

WRITING STANDARD F-20– ACTIVITY 5
COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Complete the following application for employment.

APPLICATION FOR EMPLOYMENT

Date________________________ Social Security Number____ ____ ____

I. PERSONAL

Full Name____
(Last) (First) (Middle)

Date of Birth____
(Month) (Day) (Year)

Place of Birth____
(City) (County) (State) (Country)

Weight________lbs. Height________ Color of hair________ Color of eyes________

Are you a United States Citizen? ______Yes ______No

Present home address

____
(Street) (City) (State) (Zip Code)

Home phone________________

Service organizations, clubs, hobbies, interests____

____

II. MARRIAGE

Full name of spouse____
(Last) (First) (Middle)

Occupation of spouse____

Is your spouse in favor of your becoming a law enforcement officer?______Yes ______No

If no, please explain the reason____

____

III. RECORD OF PARENTHOOD

Name of child	Date of birth	Place of birth

WRITING STANDARD F-20– ACTIVITY 5
COMPLETE FORMS USED FOR EMPLOYMENT

(Cont.)

IV. EDUCATIONAL BACKGROUND

List all of the schools and colleges you have attended

Years From – To	School	Location	Diploma Earned

V. EMPLOYMENT RECORD

Month – Year From – To	Name and Address of Employer	Position	Reason for Leaving

VI. MILITARY

Period of military service From____________ To____________

Branch of the Service____________

Serial Number____________ Rank____________

Type of Discharge____________

Reason for Discharge____________

ACTIVITY ANSWER KEY

F-20 — Writing Standards

Activity 1

1)	h	2)	k	3)	b	4)	j	5)	l	6)	c
7)	n	8)	a	9)	i	10)	f	11)	o	12)	d
13)	g	14)	m	15)	e						

Activity 2

I.
1. blanks
2. benefits
3. available
4. agency
5. apply

II.
1. bonded
2. convicted
3. clerical
4. citizenship
5. career goals

III.
1. compensation
2. education
3. employment
4. defect
5. dependents

IV.
1. employee
2. full-time
3. experience
4. employer
5. former

V.
1. height
2. of legal age
3. interview
4. handicap
5. hobbies

VI.
1. maiden name
2. Military Service
3. major
4. part-time
5. office

VII.
1. position
2. opportunity
3. physical
4. overtime
5. permanent

VIII.
1. Personnel Department
2. prefer
3. qualifications
4. personal
5. personnel

IX.
1. single
2. references
3. raise
4. resume
5. sex

ACTIVITY ANSWER KEY

F-20 — Writing Standard

Activity 3

1) Machinist
2) Yes - Harvey Light
3) Machine operator for 6 years
4) Now
5) No
6) No
7) No
8) He would know about machines
9) $200 a week
10) 8

Activity 4

Teacher Check

Activity 5

Teacher Check

WRITING STANDARD F-20– EVALUATION I

COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Answer the following questions about the completed employment form. Write the letter of the correct answer on your own paper.

APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE, DO NOT WRITE

Date 11-8-79

1. Name Hall (Last) Robert (First) T. (Middle) Social Security No. 843 01-6283

2. Present Address 432 Hayward Dr. (No. & ST.) W. Palm Bch (City, Town) Fl. (State) 33260 (Zip) Tel. No. 896-5234

3. Marital Status married 4. Name of any friend or relative in the company none

5. a) Position Desired or Applying for any

b) Minimum Salary Required $125 wk. c) Date Available for Work JAN 1980

PREVIOUS WORK HISTORY

6.

	Have you ever previously:	Yes	No	If "Yes" please explain
a)	been employed	✓		General jobs with No-print
b)	applied for employment?		✓	Corp. for 2 yrs.
c)	had or do you now have any physical defects, limitations, or chronic aliments?	✓		back problems
d)	had or do you now have any serious injury or illness?		✓	

EDUCATION

7.

	Name and address of School	Dates Attended From	Dates Attended To	Graduate?	Major Study	Type of Degree	Gr. Average
a)	High School PALM BCH. GARDENS Address PALM BCH. GARDENS, FLA.	8/74	6/78	YES		DIPLOMA	2.4
b)	College or University PALM BCH. JR. COLLEGE Address LAKE WORTH, FLORIDA	9/78	still attending	not yet	Science		
c)	Business or Technical School Address						
d)	Other Address						

8. Hobbies, sports, college activities, civic or business association memberships and offices held.
College baseball team

9. List any technical or business skills you possess. include training and special courses.
Type

MILITARY SERVICE

10.

a) If you have served in the U.S. Armed Forces, what Branch? N/A

b) Dates of Military Service: From ______ To ______ Highest rank achieved? ______

c) All duties and training while in Service ______

WRITING STANDARD F-20– EVALUATION I

COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Answer the following questions about the completed employment form. Write the letter of the correct answer on your own paper.

1. When can Robert start work?
    a. November 8, 1979
    b. January, 1980
    c. June, 1978
    d. Any time
2. Has Robert ever worked before?
    a. Yes
    b. No
3. What is the least amount of money Robert will work for?
    a. $100 wk.
    b. $125 wk.
    c. $150 wk.
    d. $200 wk.
4. What type of work does Robert desire?
    a. printer
    b. engineer
    c. scientist
    d. any
5. Which branch of the Military was Robert in?
    a. Navy
    b. Marines
    c. Air Force
    d. None
6. When did Robert graduate from high school?
    a. 1974
    b. 1979
    c. 1978
    d. Didn't graduate
7. Beside which number does Robert list his past time activities?
    a. 5
    b. 7
    c. 8
    d. 9
8. Does Robert have any physical problems?
    a. Yes
    b. No

WRITING STANDARD F-20– EVALUATION II
COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: **Answer the following questions about the completed application for employment. Use your own paper.**

APPLICATION FOR EMPLOYMENT

Print or Type

Name Maloy (Last) Ruth (First) Ann (Middle)

Present Address 217 Main St (Street) W. Palm Bch (City) Fl. (State) 33802 (Zip)

Telephone No. 734-9286 Date of Birth 9-24-63

Ht. 5'3" Wt. 115 Sex F Soc. Security No. 248-23-7801

U.S. Citizen YES If Not, Explain

Health: *Have you ever had any of the following conditions, ailments, diseases, or physical problems? (Answer "Yes" or "No"?)*

1. Rupture or Hernia No
2. Arthritis or Rheumatism No
3. Diabetes No
4. Epilepsy No
5. Dizziness No
6. Tuberculosis No
7. Eye Trouble Yes - glasses
8. Heart Trouble No
9. Skin Eruptions No
10. Hearing or Ear Trouble No
11. High Blood Pressure No
12. Hemophilia (Bleeder) No
13. Asthma Yes
14. Other (list)

Number of Days off School Last Year for Illness 15

Physical Handicaps, If Any None

In Case if Emergency, Notify Clara Maloy

Relationship Mother

Address 217 Main St. (Street) W. Palm BcH. (City) FL. (State) Telephone 734-9286

Education: *Name and Location of Schools Attended*

Elementary Berkshire W Palm Bch. No. of Years 6 Last Grade Attended 5

Middle/Junior JEFFERSON DAVIS W. Palm No. of Years 3 Last Grade Attended 8

Junior/High Forest Hill HIGH (Name) W Palm Bch (Location)

Business or Trade School None (Name) (Location)

Employment History

Have you ever held a job? Yes ____ No ✓

If Yes, please describe

If No, explain what job you would like to hold

References (Not Relatives)

	Name	Occupation
1.	Mrs. Randi Smith	Teacher
2.	Father O'SULLIVAN	PRIEST
3.	Mr SCOTT Perry	Mechanic

Future Plans *(Please write what you think you may do.)*

Commercial Art

WRITING STANDARD F-20– EVALUATION II

COMPLETE FORMS USED FOR EMPLOYMENT

(Cont.)

1. Which health problem does Ruth have?
   - a. Arthritis
   - b. Dizziness
   - c. Eye trouble
   - d. Heart trouble

2. Does Ruth live at home?
   - a. Yes
   - b. No

3. How much does Ruth weigh?
   - a. 110
   - b. 115
   - c. 125
   - d. 130

4. On this application, what information may hurt Ruth's chances for employment?
   - a. her address
   - b. her citizenship
   - c. her number of days ill
   - d. her school background

5. Which of the following schools has Ruth *not* attended?
   - a. South Technical Center
   - b. Jefferson Davis
   - c. Forest Hill High
   - d. Berkshire

6. When an application asks for a signature it means
   - a. writing the name of the person who gave you the form
   - b. writing, not printing, your name
   - c. printing your name clearly
   - d. writing your initials

7. How tall is Ruth?
   - a. 4 feet 11 inches
   - b. 5 feet even
   - c. 5 feet 3 inches
   - d. 5 feet 6 inches

8. When is Ruth's birthday?
   - a. September 24
   - b. August 24
   - c. June 24
   - d. October 24

WRITING STANDARD F-20 – EVALUATION III
COMPLETE FORMS USED FOR EMPLOYMENT

DIRECTIONS: Complete the following application for employment.

APPLICATION FOR EMPLOYMENT

Date ______________________ Social Security Number ____ ____ ____

I. PERSONAL

Full Name ______________________________________
(Last) (First) (Middle)

Date of Birth ______________________________________
(Month) (Day) (Year)

Place of Birth ______________________________________
(City) (County) (State) (Country)

Weight ______ lbs. Height ______ Color of hair ______ Color of eyes ______

Are you a United States Citizen? ______ Yes ______ No

Present home address

____
(Street) (City) (State) (Zip Code)

Home phone ______________________

Service organizations, clubs, hobbies, interests ______________________________________

____

II. MARRIAGE

Full name of spouse ______________________________________
(Last) (First) (Middle)

Occupation of spouse ______________________________________

Is your spouse in favor of your becoming a law enforcement officer? ______ Yes ______ No

If no, please explain the reason ______________________________________

____

III. RECORD OF PARENTHOOD

Name of child	Date of birth	Place of birth

WRITING STANDARD F-20 – EVALUATION III
COMPLETE FORMS USED FOR EMPLOYMENT

(Cont.)

IV. EDUCATIONAL BACKGROUND

List all of the schools and colleges you have attended

Years From – To	School	Location	Diploma Earned

V. EMPLOYMENT RECORD

Month – Year From – To	Name and Address of Employer	Position	Reason for Leaving

VI. MILITARY

Period of military service From________________ To________________

Branch of the Service______________________________

Serial Number________________ Rank________________

Type of Discharge________________

Reason for Discharge______________________________

EVALUATION ANSWER KEY

F-20 — Writing Standard

Evaluation I

1) b 2) a 3) b 4) d 5) d
6) c 7) c 8) a

Evaluation II

1) c 2) a 3) b 4) c 5) a
6) b 7) c 8) a

Evaluation III

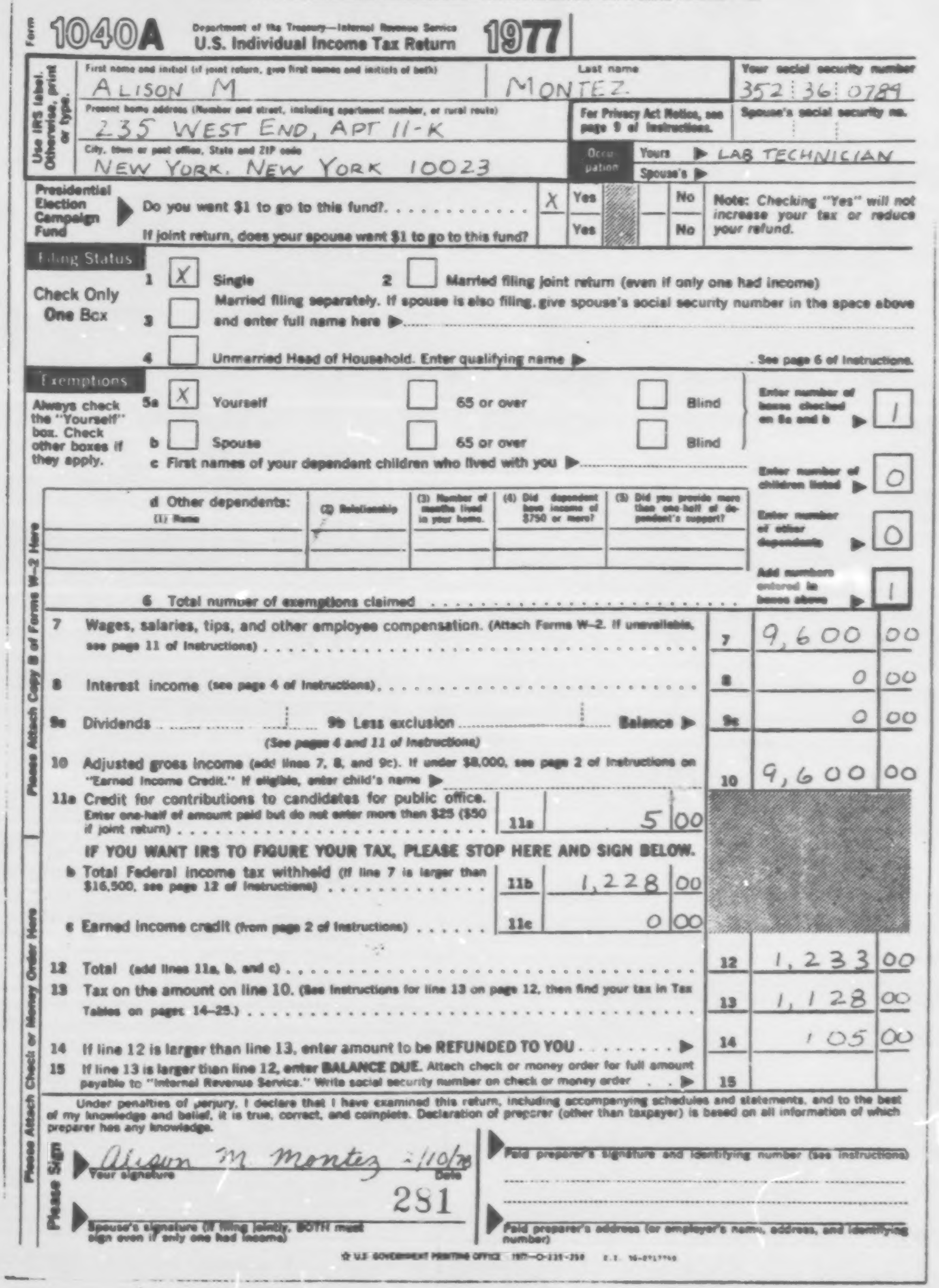
Teacher Check

F-21: Complete the short form of an income tax report.

WRITING STANDARD F-21 — PREPARATORY SHEET 1

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: Study the following completed Income Tax Return which Alison Montez filed.



Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both): ALISON M
Last name: MONTEZ
Your social security number: 352 36 0789
Present home address (Number and street, including apartment number, or rural route): 235 WEST END, APT 11-K
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security no.:
City, town or post office, State and ZIP code: NEW YORK, NEW YORK 10023
Occupation: Yours ▶ LAB TECHNICIAN
Spouse's ▶

Presidential Election Campaign Fund ▶ Do you want $1 to go to this fund? . . . . X Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? ☐ Yes ☐ No
Note: Checking "Yes" will not increase your tax or reduce your refund.

Filing Status

Check Only One Box

1 ☒ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☐ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 1
c First names of your dependent children who lived with you ▶
Enter number of children listed ▶ 0

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0

6 Total number of exemptions claimed . . . . Add numbers entered in boxes above ▶ 1

7 Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	9,600	00
8 Interest income (see page 4 of Instructions)	8	0	00
9a Dividends .... 9b Less exclusion .... Balance ▶ (See pages 4 and 11 of Instructions)	9c	0	00
10 Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	9,600	00
11a Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return)	11a	5	00
IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.			
b Total Federal income tax withheld (If line 7 is larger than $16,500, see page 12 of Instructions)	11b	1,228	00
c Earned income credit (from page 2 of Instructions)	11c	0	00
12 Total (add lines 11a, b, and c)	12	1,233	00
13 Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	1,128	00
14 If line 12 is larger than line 13, enter amount to be **REFUNDED TO YOU** ▶	14	105	00
15 If line 13 is larger than line 12, enter **BALANCE DUE**. Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15		

Please Attach Copy B of Forms W-2 Here

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

▶ Alison M Montez 2/10/78
Your signature Date

▶
Spouse's signature (If filing jointly, BOTH must sign even if only one had income)

▶ Paid preparer's signature and identifying number (see instructions)

▶ Paid preparer's address (or employer's name, address, and identifying number)

☆ U.S. GOVERNMENT PRINTING OFFICE 1977—O-235-258 E.I. 16-0717740

WRITING STANDARD F-21 – ACTIVITY SHEET 1

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: Give meanings for the following words which are found on an income tax return. You may use your dictionary. Write on your own paper.

1. occupation
2. spouse
3. widow
4. dependent
5. designate
6. reduce
7. wages
8. employee
9. compensation
10. dividends
11. gross income
12. refund
13. perjury
14. exemptions
15. IRS

WRITING STANDARD F-21 – ACTIVITY SHEET 2

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both) ALISON M	Last name MONTEZ	Your social security number 352 36 0789
Present home address (Number and street, including apartment number, or rural route) 235 WEST END, APT 11-K	For Privacy Act Notice, see page 9 of Instructions.	Spouse's social security no.
City, town or post office, State and ZIP code NEW YORK, NEW YORK 10023	Occupation	Yours ▶ LAB TECHNICIAN Spouse's ▶

Presidential Election Campaign Fund ▶ Do you want $1 to go to this fund? . . . . X Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? ☐ Yes ☐ No
Note: *Checking "Yes" will not increase your tax or reduce your refund.*

Filing Status

Check Only One Box

1 ☒ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions

Always check the "Yourself" box. Check other boxes if they apply.

5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☐ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 1

c First names of your dependent children who lived with you ▶
Enter number of children listed ▶ 0

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0

6 Total number of exemptions claimed . . . . Add numbers entered in boxes above ▶ 1

Please Attach Copy B of Forms W-2 Here

7	Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	9,600	00
8	Interest income (see page 4 of Instructions)	8	0	00
9a	Dividends . . . . . . 9b Less exclusion . . . . . . Balance ▶ (See pages 4 and 11 of Instructions)	9c	0	00
10	Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	9,600	00

11a	Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return)	11a	5	00

IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.

b	Total Federal income tax withheld (if line 7 is larger than $16,500, see page 12 of Instructions)	11b	1,228	00
c	Earned income credit (from page 2 of Instructions)	11c	0	00
12	Total (add lines 11a, b, and c)	12	1,233	00
13	Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	1,128	00
14	If line 12 is larger than line 13, enter amount to be **REFUNDED TO YOU** . . . . ▶	14	105	00
15	If line 13 is larger than line 12, enter **BALANCE DUE.** Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order . . ▶	15		

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign

▶ Alison M. Montez 2/10/78
Your signature Date

▶
Spouse's signature (If filing jointly, BOTH must sign even if only one had income)

▶
Paid preparer's signature and identifying number (see Instructions)

▶
Paid preparer's address (or employer's name, address, and identifying number)

☆ U.S. GOVERNMENT PRINTING OFFICE : 1977—O-235-380 E.I. 16-0717760

WRITING STANDARD F-21 – ACTIVITY SHEET 2

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

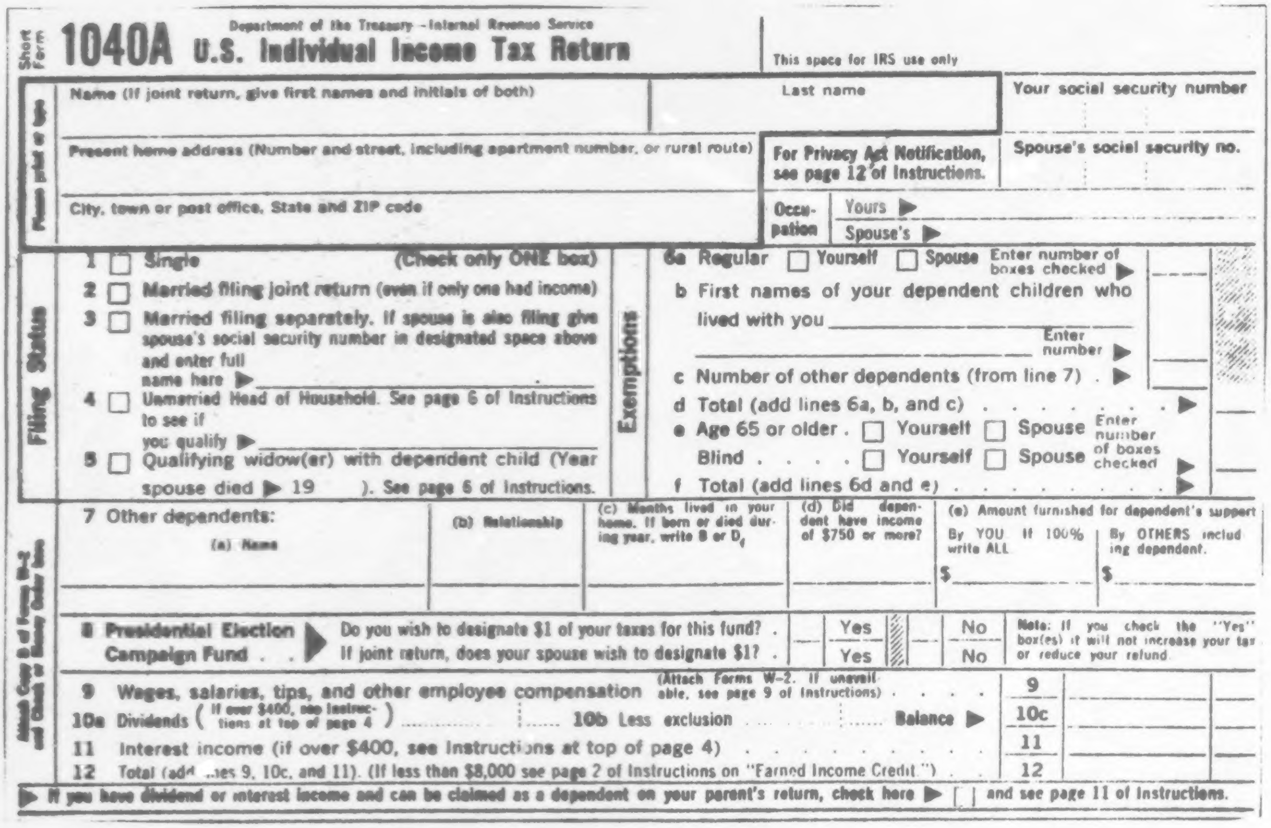
DIRECTIONS: Study the income tax return which Alison Montez has filed. Then answer the following questions.

1. What is Alison's occupation?
2. Did she contribute to the Presidential Election Campaign fund?
3. What is Alison's marital status?
4. How many dependents does Alison have?
5. What form must you attach to verify your information in number 7?
6. If you contribute to candidates for Public office, how much did Alison contribute?
7. The total amount of taxes taken out of your salary during the year is entered beside what number?
8. Will Alison be receiving any money back from her taxes? If so, how much?
9. What does the statement "under penalties of perjury" mean?
10. Would Alison have been allowed an extra exemption if she had been over 65?

WRITING STANDARD F-21 – ACTIVITY SHEET 3

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: Complete the following Income Tax Return through number 8. (Omit 9-12) Use your own name, address, marital status, occupation, etc.



Short Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return

This space for IRS use only

Please print or type

Name (If joint return, give first names and initials of both)
Last name
Your social security number
Present home address (Number and street, including apartment number, or rural route)
For Privacy Act Notification, see page 12 of Instructions.
Spouse's social security no.
City, town or post office, State and ZIP code
Occupation Yours ▶
Spouse's ▶

Filing Status

1 ☐ Single (Check only ONE box)
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing give spouse's social security number in designated space above and enter full name here ▶ ____
4 ☐ Unmarried Head of Household. See page 6 of Instructions to see if you qualify ▶ ____
5 ☐ Qualifying widow(er) with dependent child (Year spouse died ▶ 19). See page 6 of Instructions.

Exemptions

6a Regular ☐ Yourself ☐ Spouse Enter number of boxes checked ▶
b First names of your dependent children who lived with you ____ Enter number ▶
c Number of other dependents (from line 7) . ▶
d Total (add lines 6a, b, and c) . . . . ▶
e Age 65 or older . ☐ Yourself ☐ Spouse
Blind . . . . ☐ Yourself ☐ Spouse Enter number of boxes checked ▶
f Total (add lines 6d and e) . . . . ▶

7 Other dependents: (a) Name	(b) Relationship	(c) Months lived in your home. If born or died during year, write B or D	(d) Did dependent have income of $750 or more?	(e) Amount furnished for dependent's support By YOU. If 100% write ALL	By OTHERS including dependent.
				$	$

8 **Presidential Election Campaign Fund** ▶ Do you wish to designate $1 of your taxes for this fund? . Yes No
If joint return, does your spouse wish to designate $1? . Yes No
Note: If you check the "Yes" box(es) it will not increase your tax or reduce your refund.

9 Wages, salaries, tips, and other employee compensation (Attach Forms W-2. If unavailable, see page 9 of Instructions) 9
10a Dividends (If over $400, see instructions at top of page 4) ...... 10b Less exclusion ...... Balance ▶ 10c
11 Interest income (if over $400, see Instructions at top of page 4) 11
12 Total (add lines 9, 10c, and 11). (If less than $8,000 see page 2 of Instructions on "Earned Income Credit.") . . 12
▶ If you have dividend or interest income and can be claimed as a dependent on your parent's return, check here ▶ ☐ and see page 11 of Instructions.

ACTIVITY ANSWER KEY

F-21 — Writing Standard

Activity 1

Teacher Check: Answers will vary

Activity 2

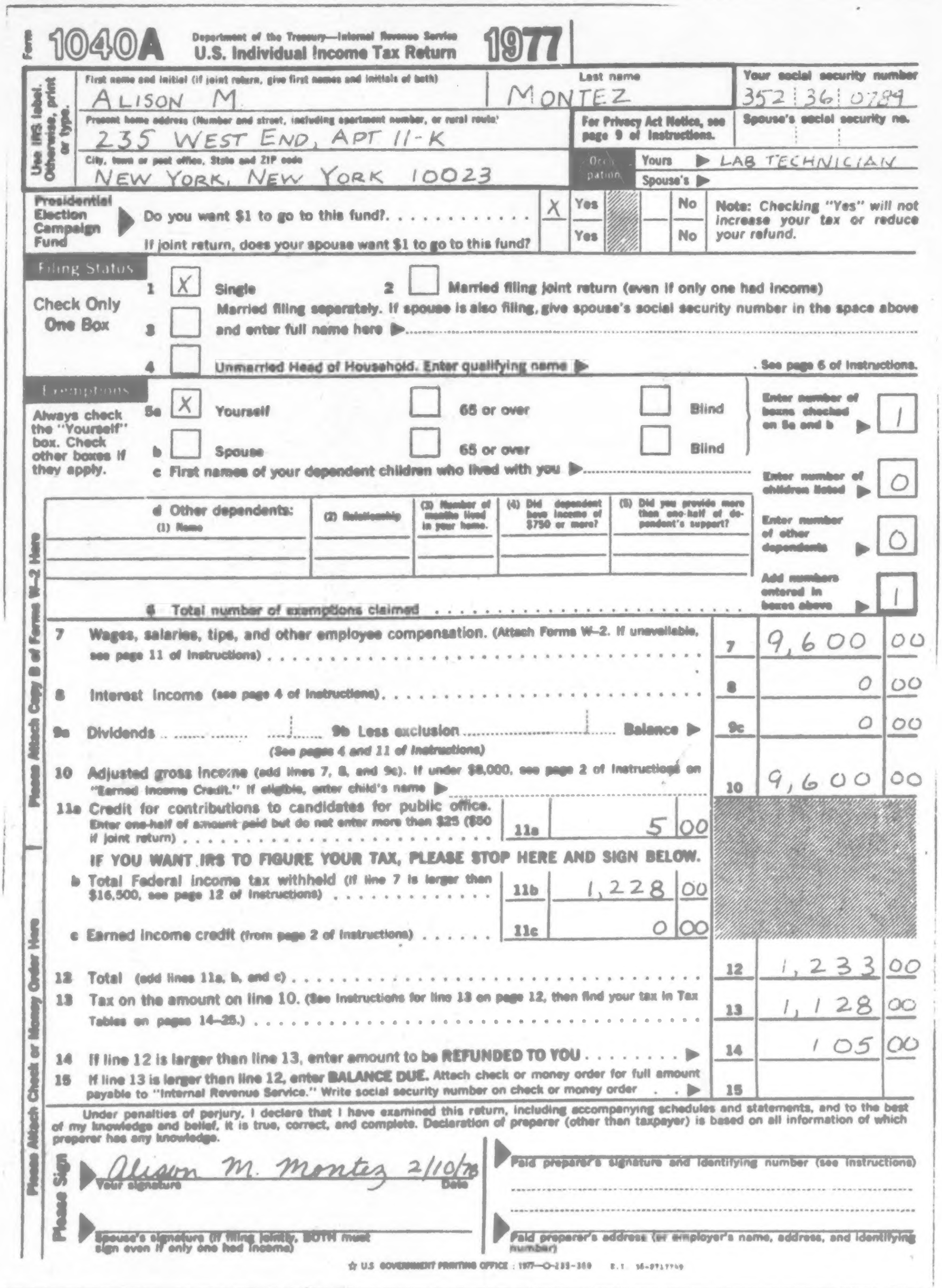
1) Lab Technician
2) Yes
3) Single
4) 0
5) W-2 Form
6) ½ of the amount you contribute up to $25.00
   Alison contributed $10.00 (claimed $5.00 - ½)
7) IIb.
8) Yes - $105.00
9) Perjury is a federal offense so it means you could be tried for perjury if you give false information on this form.
10) Yes

Activity 3

Teacher Check - Answers will vary

WRITING STANDARD F-21 — EVALUATION I

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.



Form **1040A** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return **1977**

Use IRS label. Otherwise, print or type.

First name and initial (if joint return, give first names and initials of both): ALISON M
Last name: MONTEZ
Your social security number: 352 36 0789
Present home address (Number and street, including apartment number, or rural route): 235 WEST END, APT 11-K
For Privacy Act Notice, see page 9 of Instructions.
Spouse's social security no.
City, town or post office, State and ZIP code: NEW YORK, NEW YORK 10023
Occupation: Yours ▶ LAB TECHNICIAN
Spouse's ▶

Presidential Election Campaign Fund ▶ Do you want $1 to go to this fund? . . . . X Yes ☐ No
If joint return, does your spouse want $1 to go to this fund? ☐ Yes ☐ No
Note: Checking "Yes" will not increase your tax or reduce your refund.

Filing Status — Check Only One Box
1 ☒ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing, give spouse's social security number in the space above and enter full name here ▶
4 ☐ Unmarried Head of Household. Enter qualifying name ▶ . See page 6 of Instructions.

Exemptions — Always check the "Yourself" box. Check other boxes if they apply.
5a ☒ Yourself ☐ 65 or over ☐ Blind
b ☐ Spouse ☐ 65 or over ☐ Blind
Enter number of boxes checked on 5a and b ▶ 1
c First names of your dependent children who lived with you ▶
Enter number of children listed ▶ 0

d Other dependents: (1) Name	(2) Relationship	(3) Number of months lived in your home.	(4) Did dependent have income of $750 or more?	(5) Did you provide more than one-half of dependent's support?

Enter number of other dependents ▶ 0
6 Total number of exemptions claimed . . . . . Add numbers entered in boxes above ▶ 1

Please Attach Copy B of Forms W-2 Here

7	Wages, salaries, tips, and other employee compensation. (Attach Forms W-2. If unavailable, see page 11 of Instructions)	7	9,600	00
8	Interest income (see page 4 of Instructions)	8	0	00
9a	Dividends . . . 9b Less exclusion . . . Balance ▶ (See pages 4 and 11 of Instructions)	9c	0	00
10	Adjusted gross income (add lines 7, 8, and 9c). If under $8,000, see page 2 of Instructions on "Earned Income Credit." If eligible, enter child's name ▶	10	9,600	00
11a	Credit for contributions to candidates for public office. Enter one-half of amount paid but do not enter more than $25 ($50 if joint return)	11a	5	00
	IF YOU WANT IRS TO FIGURE YOUR TAX, PLEASE STOP HERE AND SIGN BELOW.			
b	Total Federal income tax withheld (If line 7 is larger than $16,500, see page 12 of Instructions)	11b	1,228	00
c	Earned income credit (from page 2 of Instructions)	11c	0	00
12	Total (add lines 11a, b, and c)	12	1,233	00
13	Tax on the amount on line 10. (See Instructions for line 13 on page 12, then find your tax in Tax Tables on pages 14–25.)	13	1,128	00
14	If line 12 is larger than line 13, enter amount to be **REFUNDED TO YOU** ▶	14	105	00
15	If line 13 is larger than line 12, enter **BALANCE DUE.** Attach check or money order for full amount payable to "Internal Revenue Service." Write social security number on check or money order ▶	15		

Please Attach Check or Money Order Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Please Sign
▶ Alison M. Montez 2/10/78
Your signature Date
▶ Paid preparer's signature and identifying number (see instructions)
▶ Spouse's signature (if filing jointly, BOTH must sign even if only one had income)
▶ Paid preparer's address (or employer's name, address, and identifying number)

☆ U.S. GOVERNMENT PRINTING OFFICE : 1977—O-233-369 E.I. 36-0717749

WRITING STANDARD F-21 – EVALUATION I

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: Answer the following questions based on the completed Income Tax Return of Alison Montez.

1. Is Alison married?

   a. Yes
   b. No

2. What does "occupation" mean?

   a. education
   b. home address
   c. job
   d. marital status

3. How many exemptions did Alison claim?

   a. one
   b. two
   c. three
   d. form doesn't tell

4. What was Alison's total income for the past year?

   a. $1,128.00
   b. $1,233.00
   c. $6,700.00
   d. $9,600.00

5. How much did Alison contribute to candidates for public office?

   a. $ 5.00
   b. $10.00
   c. $25.00
   d. $50.00

WRITING STANDARD F-21 – EVALUATION I

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

(Cont.)

6. What does "refund" mean?

    a. money owed
    b. money given back
    c. back taxes
    d. total taxes due

7. How much money does Alison still owe the federal government?

    a. $128.00
    b. $105.00
    c. $233.00
    d. none

8. The amount of taxes deducted through the year from Alison's salary was:

    a. $1,128.00
    b. $1, 233.00
    c. $1,228.00
    d. $ 105.00

9. How many dependents does Alison have?

    a. 0
    b. 1
    c. 2
    d. 3

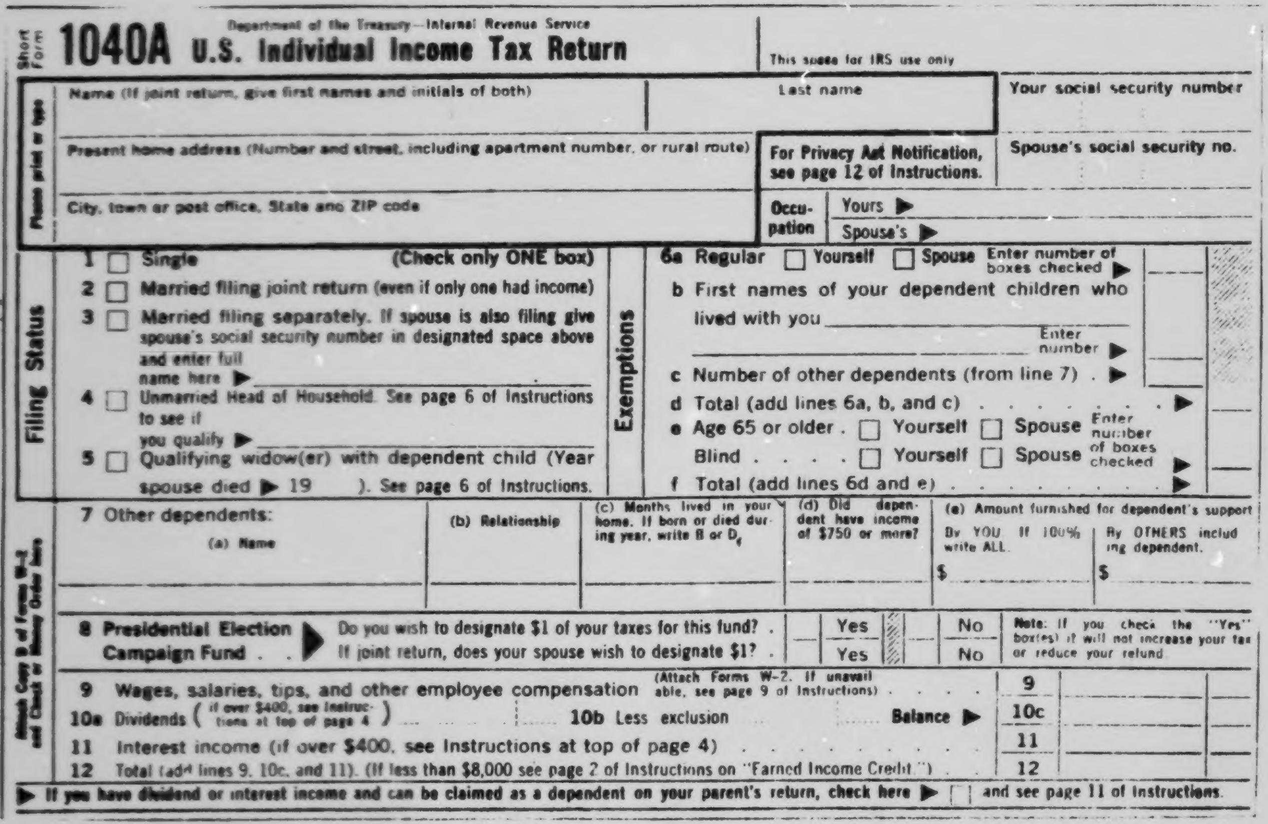
10. When did Alison file this form?

    a. January
    b. February
    c. March
    d. April

WRITING STANDARD F-21 – EVALUATION II

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: Answer the following questions based on the Income Tax Return.



Short Form **1040A** Department of the Treasury—Internal Revenue Service **U.S. Individual Income Tax Return**

This space for IRS use only

Please print or type

Name (If joint return, give first names and initials of both)

Last name

Your social security number

Present home address (Number and street, including apartment number, or rural route)

For Privacy Act Notification, see page 12 of Instructions.

Spouse's social security no.

City, town or post office, State and ZIP code

Occupation Yours ▶

Spouse's ▶

Filing Status

(Check only ONE box)

1 ☐ Single

2 ☐ Married filing joint return (even if only one had income)

3 ☐ Married filing separately. If spouse is also filing give spouse's social security number in designated space above and enter full name here ▶

4 ☐ Unmarried Head of Household. See page 6 of Instructions to see if you qualify ▶

5 ☐ Qualifying widow(er) with dependent child (Year spouse died ▶ 19). See page 6 of Instructions.

Exemptions

6a Regular ☐ Yourself ☐ Spouse Enter number of boxes checked ▶

b First names of your dependent children who lived with you Enter number ▶

c Number of other dependents (from line 7) . ▶

d Total (add lines 6a, b, and c) . . . . ▶

e Age 65 or older . ☐ Yourself ☐ Spouse

Blind . . . . ☐ Yourself ☐ Spouse Enter number of boxes checked ▶

f Total (add lines 6d and e) . . . . ▶

7 Other dependents:

(a) Name	(b) Relationship	(c) Months lived in your home. If born or died during year, write B or D	(d) Did dependent have income of $750 or more?	(e) Amount furnished for dependent's support: By YOU. If 100% write ALL.	By OTHERS including dependent.
				$	$

Attach Copy B of Forms W-2 and Check or Money Order here

8 **Presidential Election Campaign Fund** . . ▶ Do you wish to designate $1 of your taxes for this fund? . Yes No

If joint return, does your spouse wish to designate $1? . Yes No

Note: If you check the "Yes" box(es) it will not increase your tax or reduce your refund.

9 Wages, salaries, tips, and other employee compensation (Attach Forms W-2. If unavailable, see page 9 of Instructions) 9

10a Dividends (if over $400, see Instructions at top of page 4) 10b Less exclusion **Balance** ▶ 10c

11 Interest income (if over $400, see Instructions at top of page 4) 11

12 Total (add lines 9, 10c, and 11). (If less than $8,000 see page 2 of Instructions on "Earned Income Credit.") . . 12

▶ **If you have dividend or interest income and can be claimed as a dependent on your parent's return, check here** ▶ ☐ and see page 11 of Instructions.

WRITING STANDARD F-21 – EVALUATION II

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

(Cont.)

1. Which box would you check if you and your spouse were both filing separate forms?

   a. 1
   b. 2
   c. 3
   d. 4

2. This form must *not* be filled out in:

   a. typing
   b. printing
   c. cursive writing

3. Do you receive extra exemptions for being over 65?

   a. Yes
   b. No

4. Beside which number do you place your gross income?

   a. 9
   b. 10c
   c. 11
   d. 12

5. If you had 3 children living at home, beside which letter would you enter 3?

   a. 6a
   b. 6b
   c. 6c
   d. 6d

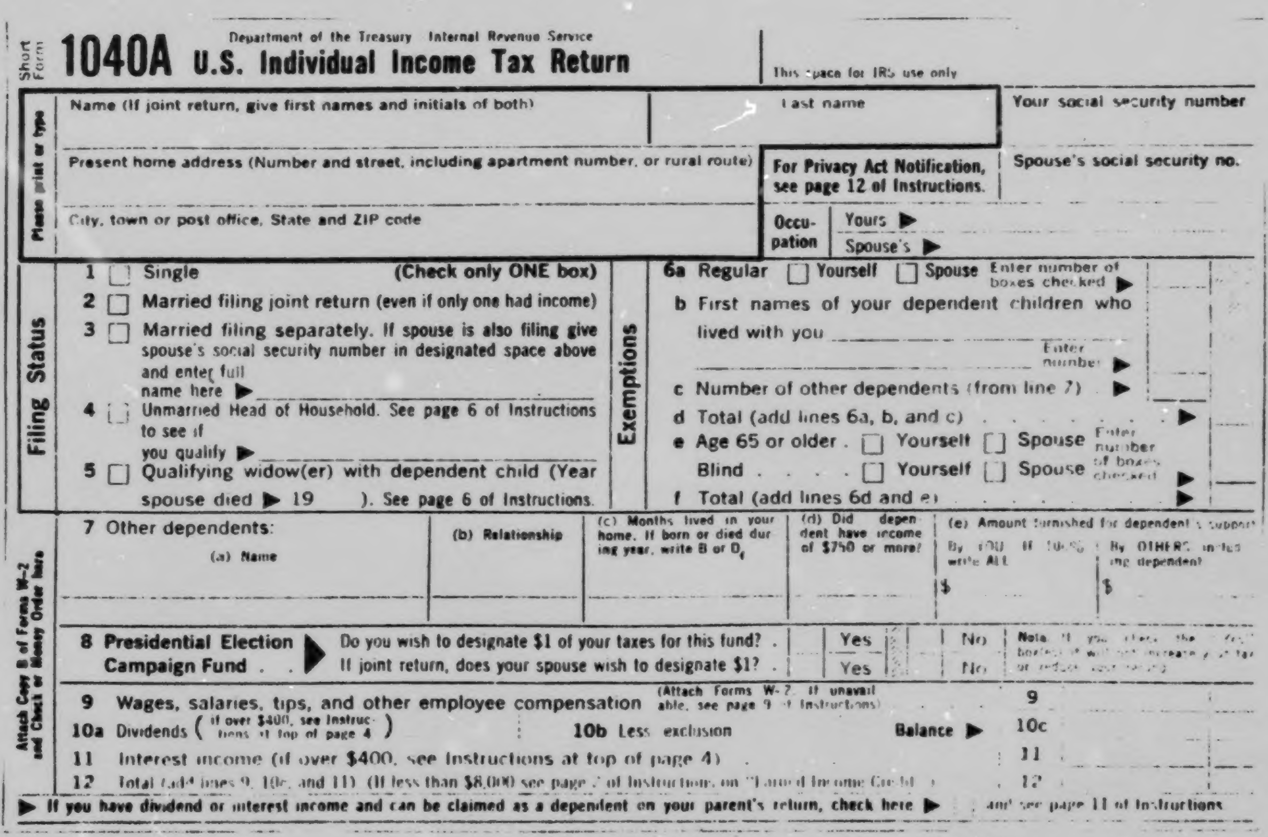
6. Which number requires verification by attaching a W-2 form?

   a. 5
   b. 6
   c. 8
   d. 9

WRITING STANDARD F-21 – EVALUATION III

COMPLETE THE SHORT FORM OF ON INCOME TAX REPORT.

DIRECTIONS: For the income tax return below complete sections 1-8 with your own name, address, occupation, marital status, etc. (Omit numbers 9-12).



Short Form **1040A** Department of the Treasury Internal Revenue Service **U.S. Individual Income Tax Return**

This space for IRS use only

Please print or type

Name (If joint return, give first names and initials of both)

Last name

Your social security number

Present home address (Number and street, including apartment number, or rural route)

For Privacy Act Notification, see page 12 of Instructions.

Spouse's social security no.

City, town or post office, State and ZIP code

Occupation Yours ▶

Spouse's ▶

Filing Status

1 ☐ Single **(Check only ONE box)**

2 ☐ Married filing joint return (even if only one had income)

3 ☐ Married filing separately. If spouse is also filing give spouse's social security number in designated space above and enter full name here ▶

4 ☐ Unmarried Head of Household. See page 6 of Instructions to see if you qualify ▶

5 ☐ Qualifying widow(er) with dependent child (Year spouse died ▶ 19). See page 6 of Instructions.

Exemptions

6a Regular ☐ Yourself ☐ Spouse Enter number of boxes checked ▶

b First names of your dependent children who lived with you Enter number ▶

c Number of other dependents (from line 7) ▶

d Total (add lines 6a, b, and c) ▶

e Age 65 or older . ☐ Yourself ☐ Spouse

Blind . . . . ☐ Yourself ☐ Spouse Enter number of boxes checked ▶

f Total (add lines 6d and e) ▶

7 Other dependents: (a) Name	(b) Relationship	(c) Months lived in your home. If born or died during year, write B or D	(d) Did dependent have income of $750 or more?	(e) Amount furnished for dependent's support By YOU. If 100% write ALL	By OTHERS including dependent
				$	$

8 Presidential Election Campaign Fund ▶ Do you wish to designate $1 of your taxes for this fund? . Yes No

If joint return, does your spouse wish to designate $1? . Yes No

Note: If you check the "Yes" box(es) it will not increase your tax or reduce your refund.

Attach Copy B of Forms W-2 and Check or Money Order here

9 Wages, salaries, tips, and other employee compensation (Attach Forms W-2. If unavailable, see page 9 of Instructions) 9

10a Dividends (if over $400, see Instructions at top of page 4) 10b Less exclusion Balance ▶ 10c

11 Interest income (if over $400, see Instructions at top of page 4) 11

12 Total (add lines 9, 10c, and 11). (If less than $8,000 see page 2 of Instructions on "Earned Income Credit.") 12

▶ If you have dividend or interest income and can be claimed as a dependent on your parent's return, check here ▶ and see page 11 of Instructions

EVALUATION ANSWER KEY

F-21 — Writing Standard

Evaluation I

1) b 2) c 3) a 4) d 5) b
6) b 7) d 8) c 9) a 10) b

Evaluation II

1) c 2) c 3) a 4) a 5) b 6) d

Evaluation III

Teacher Check - Answers will vary

WRITING STANDARD--G

The student will spell correctly.

G-22: Spell words from a selected high-frequency list of those words needed in writing through grade ten.

G-22: Spell words from a selected high-frequency list of those words needed in writing through grade ten.

WRITING STANDARD G-22 – PREPARATORY SHEET 1

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

TEACHER DIRECTED

Familiarize students with the words on the "Suggested Statewide Spelling Words" list. Give them each a copy to study and refer to.

SUGGESTED STATEWIDE SPELLING WORDS

A

abolish
accidental
accommodate
accommodation
accusing
acknowledging
acknowledgement
acquaint
acquaintance
acquainted
addict
adequate
affectionately
affidavit
aisles
alligator
ammunition
amplified
analysis
ancestor
annex
annexation
anticipate
anticipation
antitoxin
anxiety
apology
appetite
approximate
approximately
artificial
ascertain
assess
associating
audio
authorities
autobiography

B

bacteria
baited
ballad
bankruptcy
barge
barrier
bosom
bough
bureau

C

campaign
cancellation
canvass
chaotic
characteristic
circuit
collateral
colonel
commercialize
commissioner
committed
committee
committees
company's
comparatively
competent
conception
condemn
confidential
confirmation
conscience
conscious
consequence
consequences
consequently
conspicuous
consonant
continuous
controversy
convenience
convenient
cordially
counsel
countenance
courteous
creation
credited
crisis
criticism
croquet
cruise
curiosity
cylinder

D

debarkation
debtor
deem
definitely
descend
desirous
discipline
distinctly
distinguish
distinguished
distressing
diversion
doctrine
dormitory
duly

E

efficiency
efficient
eligible
embarkation
embroidery
endeavor
endeavoring
epistle
esteemed
exceptionally
excessive
executive
exhibition
existence
exquisite
extraordinary

F

facilities
famine
fascinating
financial
flourish
foilage
foreclose
frustrate

G

guarantee
guaranteed

H

heartily
hostile
hygiene

I

icicles
immense
incidentally
inconvenience
inconvenienced
indebtedness
indefinite
indefinitely
inevitable
inherited
initial
initiation
injurious
inoculate
inquiries
intellectual
intelligence
interfere
interruption
itemized

L

lien
lieutenant

M

mechanic
memorandum
migrant
minimal
missile
modifiers
moisture
monarch
monitor
mortgage
mountainous

N

necessarily

O

omission
ordinarily

P

pageant
palmetto
pamphlet
pamphlets
parliament
pathetic
penicillin
peninsular
perceive
peril
philosophy
politician
possess
precisely
privilege
probation
prominent
prosecution
psychology
punctuate

Q

qualification

R

readjustment
rehearse
reign
renaissance
requisition
restaurant
ridiculous

S

sanitation
satisfactorily
scroll
solemn
sophomore
sorority
stalk
stationery
statistics
substantial
sufficient
sufficiently
supplement
suspicion

T

temporarily
thorough
thoroughly
tragedy
tourist
trophy

U

unanimous
undoubtedly
unnecessary

V

veneral
virtue
vitamin
voucher

W

warrant
wreath
wretched
wrought

WRITING STANDARD G-22 – ACTIVITY 1

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

TEACHER DIRECTED

EXPLANATION:

Students are to write the following words from dictation. Papers should be exchanged and errors corrected. Students are to study the words that are incorrectly spelled and rewrite them correctly several times. A mastery test may be given at the end of the lesson.

1. abolish
2. barge
3. chaotic
4. distinctly
5. efficient
6. financial
7. guarantee
8. hostile
9. indefinite
10. lien
11. modifiers
12. necessarily
13. omission
14. politician
15. qualification
16. requisition
17. solemn
18. thorough
19. undoubtedly
20. wreath

WRITING STANDARD G-22 – ACTIVITY 2

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

TEACHER DIRECTED

EXPLANATION:

Students are to write the following words from dictation. Papers should be exchanged and errors corrected. Students are to study the words that are incorrectly spelled and rewrite them correctly at the end of the lesson. A mastery test may be given at the end of the lesson.

1. appetite
2. barrier
3. cancellation
4. debtor
5. exhibition
6. frustrate
7. guaranteed
8. hygiene
9. initial
10. lieutenant
11. migrant
12. ordinarily
13. perceive
14. rehearse
15. sanitation
16. tourist
17. unanimous
18. vitamin
19. virtue
20. wrought

WRITING STANDARD G-22 -- ACTIVITY 3

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS: **Each nonsense word contains all the letters in one of the Spelling Words from Activity 1 and Activity 2. Can you unscramble them? Write your answers on your own paper. The first one has been done for you.**

1. ffeiceint – efficient
2. mnoles
3. elin
4. sisomoni
5. tileosh
6. nimaivt
7. trangmi
8. ordetb
9. tsriout
10. petipaet

WRITING STANDARD G-22 – ACTIVITY 4

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS: **Each nonsense word contains all the letters in one of the Spelling Words from Activity 1 and Activity 2. Can you unscramble them? Write your answers on your own paper. The first one has been done for you.**

1. deinitefin – indefinite
2. uetvir
3. gearb
4. basholi
5. taiontnais
6. cepervei
7. ceatnaclloni
8. ifersdomi
9. iebrrar
10. quiresinoit

ACTIVITY ANSWER KEY

G-22 — Writing Standard

Activity 1

Answers will vary - Teacher Check

Activity 2

Answers will vary - Teacher Check

Activity 3

1) efficient 2) solemn 3) lien 4) omission
5) hostile 6) vitamin 7) migrant 8) debtor
9) tourist 10) appetite

Activity 4

1) indefinite 2) virtue 3) barge 4) abolish
5) sanitation 6) perceive 7) cancellation 8) modifiers
9) barrier 10) requisition

WRITING STANDARD G-22 – EVALUATION I

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS: Choose the correctly spelled word. Write the letter of the correct answer on your own paper.

1. This space is ________________ for a desk.

   a. adequit
   b. adequate
   c. adeqaute
   d. adaquate

2. Are you ______________ him of a crime?

   a. acusing
   b. aqusing
   c. accusing
   d. acussing

3. The room will ________________ ten people.

   a. accammodate
   b. accommodate
   c. acommodate
   d. accomodate

4. He is ____________________ your presence.

   a. acknowledging
   b. aknowledging
   c. acknowlejing
   d. acknawlejing

WRITING STANDARD G-22 – EVALUATION II

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS: **Choose the correctly spelled word. Write the letter of the correct answer on your own paper.**

1. A passage between rows of seats is called an ____________.

   a. isle
   b. aisle
   c. ile
   d. aile

2. Florida is known for ____________ alley.

   a. alligator
   b. aligater
   c. alligater
   d. aligator

3. An ____________ is something that has been added to the original.

   a. anex
   b. anecks
   c. annex
   d. anecks

4. Grandfather is our oldest ____________.

   a. ancestor
   b. ansestor
   c. ancester
   d. ansester

5. The speakers ____________ the music from the stereo.

   a. amplefied
   b. amplufied
   c. ampliffied
   d. amplified

WRITING STANDARD G-22 — EVALUATION III

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS **Choose the correctly spelled word. Write the letter of the correct answer on your own paper.**

1. ______________ is a state of being uneasy or worried about what might happen.

    a. angsiety
    b. anxiuty
    c. anxiety
    d. anxsiety

2. ______________ is to find out with certainity.

    a. assertain
    b. asertain
    c. acertain
    d. ascertain

3. A desire for a specific food is your ______________ for it.

    a. apetyte
    b. appetite
    c. apetite
    d. appatite

4. To give an ______________ is to express regret for a fault.

    a. apologie
    b. apology
    c. apollogy
    d. apalogy

5. To give a guess as to the amount is to ______________.

    a. approximate
    b. appraximate
    c. aproximate
    d. apraximate

WRITING STANDARD G-22 – EVALUATION IV

SPELL WORDS FROM A SELECTED HIGH FREQUENCY LIST OF THOSE WORDS NEEDED IN WRITING THROUGH GRADE TEN

DIRECTIONS **Choose the correctly spelled word. Write the letter of the correct answer on your own paper.**

1. We heard a lovely ______________ by Byron.

    a. baled
    b. balled
    c. ballad
    d. balad

2. ____________________ can grow in most foods.

    a. Bacteria
    b. Bakteria
    c. Bactiria
    d. Baktiria

3. The man declared ____________________ when he got into debt.

    a. banckrupcy
    b. bankruptcy
    c. bankrutcy
    d. bankruptcie

4. The ________________ was a successful one.

    a. campaine
    b. kampaign
    c. campain
    d. campaign

5. There was a reservation ____________________.

    a. cansellation
    b. cancellasion
    c. cancellation
    d. cancelation

EVALUATION ANSWER KEY

G-22 — Writing Standard

Evaluation I

1) b 2) c 3) b 4) a

Evaluation II

1) b 2) a 3) c 4) a 5) d

Evaluation III

1) c 2) d 3) b 4) b 5) a

Evaluation IV

1) c 2) a 3) b 4) d 5) c

G-23: Spell commonly used "consumer" words.

WRITING STANDARD G-23 – PREPARATORY SHEET 1

SPELL COMMONLY USED "CONSUMER" WORDS

TEACHER DIRECTED

Write the following lists of words on the board. Ask students to learn the correct spelling and definition for each word.

A. Home

dwelling
rent
occupancy
veranda
furnished apartment
duplex
condominium
patio
lease
apartment
bi-level
bungalow
lease
tri-level
mortgage

B. Jobs

receptionist
plant
supervisor
vacation
wages
assembler
fringe benefits
temporary
apprentice
uniform
overtime
promotion
deductions
employment
raise

C. Travel

itinerary
departure
American Plan
European Plan
Scenic route
tourist
package deal
excursion
cruise
tour

D. Banking

bonds
travelers checks
overdraft
endorse
withdrawal
deposit
checking account
statement
savings account
interest
passbook
safe deposit box
service charge
balance
insufficient funds

E. Law

parole
case
attorney
testimony
bench
oath
evidence
acquit
verdict
capital punishment
pardon
witness
plaintiff
defendants
jury
prosecutor
judge
state atorney
lawyer
public defendant

WRITING STANDARD G-23 – ACTIVITY 1

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Choose the correctly spelled word to complete the sentence. Write the letter of your answer on your own paper.

1. The employee is paying his ______________ by check, not in cash.

   a. selary
   b. salery
   c. salary
   d. salarie

2. There were many ________________ taken out of my paycheck.

   a. deductions
   b. deduckions
   c. dedoctions
   d. dedections

3. Another name for a person learning a job is an ______________.

   a. aprentice
   b. epprentice
   c. apprentise
   d. apprentice

4. The ________________ gave Anna an appointment for tomorrow at noon.

   a. reseptionist
   b. receptionest
   c. receptionist
   d. recepsionist

5. Because Erin's job will last only 2 weeks, it is called a ______________ position.

   a. temporery
   b. temporary
   c. timparary
   d. temperary

WRITING STANDARD G-23 – ACTIVITY 2

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Choose the correctly spelled word to complete the sentence. Write the letter of your answer on your own paper.

1. You must ______________ your paycheck at the bank before cashing it.

   a. endorce
   b. indorse
   c. endoors
   d. endorse

2. The amount remaining in your checking account after subtracting the amount of a check you wrote is called the ______________.

   a. balence
   b. balance
   c. balanse
   d. ballance

3. The more money you add to your savings, the more ______________ the bank adds to your account.

   a. interest
   b. enterest
   c. interist
   d. intarest

4. To buy a boat, Duke made a ______________ from his savings account.

   a. withdrawel
   b. withdrawal
   c. withdrawil
   d. withdrall

5. A ______________ into your account means putting money into it.

   a. depossit
   b. deposet
   c. deposit
   d. depasit

WRITING STANDARD G-23 – ACTIVITY 3

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Choose the correctly spelled word to complete the sentence. Write the letter of your answer on your own paper.

1. When you buy a house, you must make the ______________ payments.

   a. morgage
   b. mortgage
   c. moregage
   d. morrgage

2. I have a one-year __________ on my apartment.

   a. leese
   b. leace
   c. leece
   d. lease

3. A new house must have a certificate of ________________ before you can move in.

   a. occupansy
   b. occupancy
   c. ocupancy
   d. ocuppancy

4. Most __________________ charge a monthly maintenance fee.

   a. condominiums
   b. condaminiums
   c. condeminiums
   d. condiminiums

5. I am looking for a single family ___________.

   a. dweling
   b. dwellin
   c. dwelling
   d. dwilling

WRITING STANDARD G-23 – ACTIVITY 4

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Choose the correctly spelled word to complete the sentence. Write the letter of your answer on your own paper.

1. The prisoner served five years and then was granted a _______________.

   a. parole
   b. porole
   c. parolle
   d. purole

2. The jury had not reached a _______________.

   a. vurdict
   b. verdic
   c. verdikt
   d. verdict

3. The _______________ pleaded not guilty to all charges.

   a. defendent
   b. defendint
   c. defendant
   d. defendunt

4. He was under _______________ to tell the whole truth.

   a. oath
   b. owth
   c. oeth
   d. oweth

5. A _______________ was called in to handle the case.

   a. lowyer
   b. lawyer
   c. lawer
   d. lawyar

ACTIVITY ANSWER KEY

G-23 — Writing Standard

Activity 1

1) c 2) a 3) d 4) c 5) b

Activity 2

1) d 2) b 3) a 4) b 5) c

Activity 3

1) b 2) d 3) b 4) a 5) c

Activity 4

1) a 2) d 3) c 4) a 5) b

WRITING STANDARD G-23 – EVALUATION I

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. excursion b. excersion c. excurcion d. excurtion

2. a. apprentise b. aprentice c. apprentice d. aprentise

3. a. superviser b. supervisor c. supervisser d. supervisur

4. a. juge b. jugge c. judg d. judge

5. a. verdic b. vardict c. verdict d. verdikt

WRITING STANDARD G-23 – EVALUATION II

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. depocit b. depasit c. depozit d. deposit
2. a. evidence b. evidense c. evidinse d. avidense
3. a. promotion b. primotion c. promoshion d. promosion
4. a. scenik b. scenic c. seenic d. senic
5. a. cruze b. cruice c. cruise d. cruize

WRITING STANDARD G-23 – EVALUATION III

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. turist b. tourict c. tourist d. tworist
2. a. itinerary b. itinerari c. itenerary d. itinarary
3. a. balanse b. balance d. balence c. balense
4. a. testimoni b. testimonie c. testemony d. testimony
5. a. plaintiff b. plaintif c. planetiff d. planetif

WRITING STANDARD G-23 – EVALUATION IV

SPELL COMMONLY USED "CONSUMER" WORDS

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. duplecs b. duplex c. dupleks d. duplexe

2. a. employment b. employmant c. emploiment d. emploimente

3. a. departere b. deparsure c. departere d. departure

4. a. enterest b. inturest c. interest d. interist

5. a. pardan b. parrdon c. pardon d. parden

EVALUATION ANSWER KEY

G-23 — Writing Standard

Evaluation I

1) a 2) c 3) b 4) d 5) c

Evaluation II

1) d 2) a 3) a 4) b 5) c

Evaluation III

1) c 2) a 3) b 4) d 5) a

Evaluation IV

1) b 2) a 3) d 4) c 5) c

G-24: Spell commonly used "survival" words.

WRITING STANDARD G-24 – PREPARATORY SHEET 1

SPELL COMMONLY USED "SUVIVAL WORDS"

TEACHER DIRECTED

Write the following lists of words on the board. Ask students to learn the correct spelling and definition for each word.

A. Food Labels

- perishable
- ingredients
- nutritional
- calories
- teaspoon
- tablespoon
- ounce
- pound
- gram
- refrigerate
- briskly
- combine
- recipe

B. Clothing Labels

- polyester
- nylon
- Dacron
- cotton
- Sanforized
- preshrunk
- colorfast
- permanent press
- waterproof
- water-repellent
- damp
- detergent
- drip-dry
- rinse
- wring
- fiber

C. Product Labels

- antidote
- discard
- irritant
- absorb
- inhale
- internally
- poison
- dosage
- overdose
- symptoms
- abrasions
- persists
- discontinue
- external
- antiseptic
- decongestant
- fragile
- prescribed
- insecticide

D. Signs

- stop
- warning
- information
- railroad crossing
- merge
- yield
- intersection
- detour
- pedestrian
- proceed
- caution
- construction
- prohibited
- loading zone
- no trespassing
- littering prohibited
- highly flammable
- construction
- blasting
- radar
- exit
- hazard
- extinguisher

WRITING STANDARD G-24 – ACTIVITY 1

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: Write the letter of the correct spelling on your own paper.

1. Peanuts have a great deal of ____________________ value.

   a. nutretional
   b. nutritional
   c. nutricional
   d. nutrisional

2. These jeans are ____________________.

   a. preshrunc
   b. prechrunk
   c. preshrunk
   d. preschrunk

3. Make sure you buy a ________________________ coat.

   a. water-repellant
   b. water-reppellant
   c. water-repelant
   d. water-repellent

4. ______________ the bottle when you finish.

   a. Disscard
   b. Descard
   c. Diskard
   d. Discard

5. The correct ______________ is recommended by the physician.

   a. dosige
   b. dosege
   c. dosage
   d. doesage

WRITING STANDARD G-24 – ACTIVITY 2

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: Write the letter of the correct spelling on your own paper.

1. If the problem ______________ give me a call.

   a. percists
   b. persists
   c. persests
   d. perssists

2. He had many ______________ from the accident.

   a. abrasions
   b. abrayzions
   c. abraziouns
   d. abrations

3. This medicine is for ______________ use only.

   a. eksternal
   b. eksturnal
   c. exturnal
   d. external

4. I need a ________________.

   a. decongestent
   b. decongestant
   c. decongistant
   d. dekongestent

5. ______________ handle with care.

   a. frajile
   b. fragille
   c. fragile
   d. fragule

WRITING STANDARD G-24 – ACTIVITY 3

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: Write the letter of the correct spelling on your own paper.

1. Watch for the ______________________ ahead.
   - a. railroad crossing
   - b. railroadcrossing
   - c. railroad krossing
   - d. railroad crosing

2. This area is surveyed by ______________.
   - a. radare
   - b. raydar
   - c. radar
   - d. raedar

3. There is a ______________ 500 feet ahead.
   - a. detour
   - b. deture
   - c. deetour
   - d. detoure

4. Slow down for ______________ crossings.
   - a. pidestrian
   - b. pedestrean
   - c. pidestreean
   - d. pedestrian

5. ________________ with caution.
   - a. Procede
   - b. Proceed
   - c. Proceede
   - d. Procide

WRITING STANDARD G-24 – ACTIVITY 4

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: **Write the letter of the correct spelling on your own paper.**

1. The ______________ was extremely busy today.

   a. entersection
   b. intersektion
   c. intersection
   d. entersektion

2. __________ to approaching traffic.

   a. merje
   b. merge
   c. murge
   d. murje

3. __________ the right of way.

   a. Yield
   b. Yeeld
   c. Yeld
   d. Yild

4. The fabric is a ______________ and cotton blend.

   a. poleester
   b. poliester
   c. polyestere
   d. polyester

5. You have all the ______________ of the flu.

   a. simptoms
   b. simptums
   c. symptoms
   d. symptums

ACTIVITY ANSWER KEY

G-24 – Writing Standard

Activity 1

1) b 2) c 3) d 4) d 5) c

Activity 2

1) b 2) a 3) d 4) b 5) c

Activity 3

1) a 2) c 3) a 4) d 5) b

Activity 4

1) c 2) b 3) a 4) d 5) c

WRITING STANDARD G-24 – EVALUATION I

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. perishable b. parishable c. pareishable d. parashable
2. a. nylone b. nylon c. nilon d. nielon
3. a. rince b. rense c. rence d. rinse
4. a. wring b. wreng c. wringe d. wrenge
5. a. detergente b. ditergent c. detergent d. ditergente

WRITING STANDARD G-24 – EVALUATION II
SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: **Write the letter of the word that is correctly spelled from each row.**

1. a. anteseptic b. antiseptic c. anticeptic d. antiseptik
2. a. fragile b. frajile c. fragil d. frajil
3. a. poizon b. poison c. poisone d. poizone
4. a. cation b. cawtion c. caution d. causion
5. a. radar b. radare c. raidar d. raydar

WRITING STANDARD G-24 – EVALUATION III

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: Write the letter of the word that is correctly spelled from each row.

1. a. ecksit b. exit c. exite d. egsit
2. a. konstruction b. constrution c. construction d. constructione
3. a. hazard b. hasard c. hazarde d. hasarde
4. a. deture b. detoure c. detour d. ditour
5. a. calorys b. calorees c. caloreez d. calories

WRITING STANDARD G-24 – EVALUATION IV

SPELL COMMONLY USED "SURVIVAL WORDS"

DIRECTIONS: **Write the letter of the word that is correctly spelled from each row.**

1. a. coton b. cotton c. cotone d. cottone
2. a. abrasions b. abrazions c. abraysions d. abraesions
3. a. abzorb b. abzorbe c. absorb d. absorbe
4. a. diskard b. discarde c. discard d. descard
5. a. fiber b. fyber c. fibere d. fibar

EVALUATION ANSWER KEY

G-24 – Writing Standard

Evaluation I

1) a 2) b 3) d 4) a 5) c

Evaluation II

1) b 2) a 3) b 4) c 5) a

Evaluation III

1) b 2) c 3) a 4) c 5) d

Evaluation IV

1) b 2) a 3) c 4) c 5) a

G-25: Apply generalizations for adding prefixes and common derivational suffixes.

WRITING STANDARD G-25 – PREPARATORY SHEET 1

APPLY GENERALIZATIONS FOR ADDING PREFIXES AND COMMON DERIVATIONAL SUFFIXES.

Prefixes – A prefix is an element which can be attached to the front of a word or word part to make a new word.

The meaning of the new word is the meaning of the prefix plus the meaning of the original word, or root.

A List of Common Prefixes

Prefix	Meaning	Example
ad	to, toward, at	advance
ab	away from	abnormal
de	from, remove from, of	depart
	out of	dependent
dis	apart, away	disappear
ex	out of, from, former	expose, exit, ex-wife
en	in, into	enslave, encounter
in	in, into	income, inland
in	not	incurable
un	not	unknown
com	with, together	companion
pre	before	prepare, preview
post	after	post-test
bi	two or twice	biweekly
re	again	retype
re	back, backward	recline, revert
pro	advance, forward	procede
pro	for	propose
anti	against	antiperspirant
sub	under	submarine
	not quite perfect	substandard
super	above, beyond	superstructure
	better than average	superman
semi	not fully, partially	semiautomatic
	occurring twice	semiweekly
	exactly half	semicircle
trans	across	transcontinental
extra	beyond, outside	extrasensory extraordinary
inter	between, among	interview
	in the midst of	interruption
intra	within, interior	intracoastal, intramural
intro	inwardly	introduce
	within	introvert
para	by, along side of	paragraph
para	beside	parallel
para	guard against	parasol parachute
mis	bad, badly	misgovernment
	wrong, wrongly	misunderstand

WRITING STANDARD G-25 – ACTIVITY 1

APPLY GENERALIZATIONS FOR ADDING PREFIXES AND COMMON DERIVATIONAL SUFFIXES

DIRECTIONS: On a sheet of paper, write the words defined.

Example: appear again: reappear

1. opposite of agree:
2. reverse of classify:
3. enter again:
4. not natural:
5. a wrong step:
6. treat badly:
7. read again:
8. not named:
9. incorrectly spelled:
10. not pleasant:
11. educate again:
12. not necessary:
13. examine again:
14. matched wrongly:
15. not frequent:
16. not capable:

WRITING STANDARD G-25 – ACTIVITY 2

APPLYING GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: The words in each of the groups below begin with the same letters. Sometime these letters form the prefixes un-, in-, dis-, im-, or ir-, which often mean 'opposite of' or 'not'. Write each word below that contains a prefix meaning "opposite of" or "not."

Column I

A. unable
unjust
union
uncle
unbroken

B. indirect
inches
inexperienced
insincere
invisible

C. disorderly
disagreeable
dissatisfied
disconnected
distance

D. impression
impulse
impassable
impolite
impossible

E. irreversible
ironing
irritation
irresistible
irksome

Column II

F. united
unexpected
underground
unafraid
uncertain

G. incorrect
interrupt
inexpensive
inconvenient
insect

H. disturb
distinguish
disaster
disloyal
dishonest

I. implement
imperfect
impatient
impractical
impure

J. irony
irate
irregular
irrigation
irremovable

Column III

K. understand
unharmed
uncomfortable
unknown
university

L. incapable
incomplete
introduce
insensitive
invitation

M. dislike
discourteous
discontent
distressful
distrust

N. immodest
improve
immortal
imagination
improbable

O. irreverent
irrelevant
irrational
irresponsible
irreplaceable

WRITING STANDARD G-25 – ACTIVITY 3

APPLYING GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: Use your own dictionary to define the following words. Use your prefix chart to assist you. Use your own paper.

1. disrespect
2. incurable
3. unbelievable
4. impolite
5. immortal
6. postwar
7. reproduce
8. extraordinary
9. intracoastal
10. inflammable
11. incompetent
12. submarine
13. semi-annually
14. transatlantic
15. rebroadcast
16. dissimilar
17. unnoticed
18. misplace
19. reenact
20. mismanage

WRITING STANDARD G-25 – ACTIVITY 4

APPLYING GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: **Use each of the following prefixes with a word below to form another word: anti-, dis-, mis-, pre-, re-, sub-, super-, un. Write each word and its meaning. You may use your dictionary.**

1. steady
2. count
3. topic
4. cover
5. slavery
6. view
7. pleased
8. place
9. spell
10. match
11. freeze
12. play
13. like
14. plan
15. pay
16. fit
17. market
18. marine
19. appear
20. lucky

ACTIVITY ANSWER KEY

G-25 – Writing Standard

Activity 1

1) disagree
2) declassify
3) reenter
4) unnatural
5) misstep
6) mistreat
7) reread
8) unnamed
9) misspelled
10) unpleasant
11) reeducate
12) unnecessary
13) reexamine
14) mismatched
15) infrequent
16) incapable

Activity 2

A. unable
unjust
unbroken

B. indirect
inexperienced
insincere
invisible

C. disorderly
disagreeable
dissatisfied
disconnected

D. impassable
impolite
impossible

E. irreversible
irresistible

F. unexpected
unafraid
uncertain

G. incorrect
inexpensive
inconvenient

H. disloyal
dishonest

I. imperfect
impatient
impractical
impure

J. irregular
irremovable

K. unharmed
uncomfortable
unknown

L. incapable
incomplete
insensitive

M. dislike
discourteous
discontent
distrust

N. immodest
immortal
improbable

O. irreverent
irrelevant
irrational
irresponsible
irreplaceable

Activity 3

1) not respected
2) not cured
3) not believable
4) not polite
5) not mortal
6) after the war
7) produce again
8) out of the ordinary
9) within the coast
10) not flammable
11) not competent
12) under water
13) twice a year
14) across the Atlantic
15) broadcast again
16) not similar
17) not noticed
18) wrongly placed
19) enact again
20) wrongly managed

Activity 4

Teacher Check-Answers will vary

WRITING STANDARD G-25 – EVALUATION I

APPLY GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: Add the correct prefix to each word in order to have the word match its meaning. Write the letter of the correct answer on your paper.

Example: understand - understand wrongly

- a. dis
- b. re
- c. mis
- d. semi

The letter 'c' would go on your paper - misunderstand means to understand wrongly.

1. capable - not capable
   - a) un
   - b) in
   - c) re
   - d) dis
2. view - to view again
   - a) anti
   - b) re
   - c) extra
   - d) mis
3. honest - not honest
   - a) un
   - b) semi
   - c) dis
   - d) anti
4. place - wrongly placed
   - a) mis
   - b) re
   - c) im
   - d) de
5. circle - half circle
   - a) sub
   - b) semi
   - c) bi
   - d) re

WRITING STANDARD G-25 – EVALUATION II

APPLY GENERALIZATION FOR ADDING PREFIXES.

DIRECTIONS: Write the letter of the correct definition for each italicized word on your own paper.

1. A woodshop project that is *substandard* is

   a) equal to a standard
   b) better than standard
   c) below standard

2. A *semisolid* substance is one that is

   a) almost, but not quite, solid
   b) as solid as a rock
   c) like water, not solid at all

3. to *deactivate* a bomb is to

   a) explode it too soon
   b) add more explosive to it
   c) fix it so it won't explode

4. to *prejudge* a court case is to judge it

   a) before hearing the evidence
   b) after hearing the evidence
   c) with someone else

5. A *semiskilled* worker is

   a) very skilled
   b) not skilled
   c) partly skilled

WRITING STANDARD G-25 – EVALUATION III

APPLY GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: Write the letter of the correct meaning for each prefix on your own paper.

1. pre
   - a) during
   - b) after
   - c) not
   - d) before
2. trans
   - a) beyond
   - b) within
   - c) across
   - d) under
3. bi
   - a) do again
   - b) two or twice
   - c) before
   - d) toward
4. extra
   - a) between
   - b) against
   - c) beyond
   - d) along side of
5. inter
   - a) against
   - b) interior
   - c) between, among
   - d) out of
6. post
   - a) after
   - b) during
   - c) before
   - d) in place of
7. sub
   - a) above
   - b) under
   - c) beyond
   - d) beside
8. pro
   - a) wrongly
   - b) for
   - c) beside
   - d) against
9. un
   - a) do again
   - b) into
   - c) before
   - d) not
10. anti
    - a) in place of
    - b) against
    - c) for
    - d) guard against

WRITING STANDARD G-25 – EVALUATION IV

APPLY GENERALIZATIONS FOR ADDING PREFIXES.

DIRECTIONS: Write the letter of the word that does *not* have a prefix on your own paper.

1. a) uncertain
   b) united
   c) unknown
   d) unjust

2. a) incorrect
   b) incapable
   c) insect
   d) insensitive

3. a) disloyal
   b) discontent
   c) distance
   d) distrust

4. a) impulse
   b) impractical
   c) immodest
   d) impolite

5. a) irreversible
   b) irksome
   c) irregular
   d) irrational

6. a) union
   b) review
   c) unknown
   d) abnormal

7. a) incurable
   b) misunderstand
   c) reexamine
   d) imagination

8. a) unnatural
   b) irate
   c) submarine
   d) misplace

9. a) unsteady
   b) preplan
   c) inches
   d) refreeze

10. a) subtopic
    b) supermarket
    c) disaster
    d) reproduce

EVALUATION
ANSWER
KEY

G-25 – Writing Standard

Evaluation I

1) b 2) b 3) c 4) a 5) b

Evaluation II

1) c 2) a 3) c 4) a 5) c

Evaluation III

1) d 2) c 3) b 4) c 5) c

6) a 7) b 8) b 9) d 10) b

Evaluation IV

1) b 2) c 3) c 4) a 5) b

6) a 7) d 8) b 9) c 10) c

G-26: Independently use the dictionary to spell words.

WRITING STANDARD G-26 – PREPARATORY SHEET 1

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

To find words you cannot spell try looking up different spelling combinations of the sounds in the first syllable.

Example: To find the word dictionary - /dik/ Using the first spelling for /k/ and trying the different vowel spellings would give four possibilities – dic-, dec-, dyc-, and deec-. By checking spellings you can find the word.

Make use of the pronunciation key which is usually given on the inside cover of a dictionary. Some dictionaries provide charts which show the various spellings of vowel and consonant sounds.

Example: Suppose you hear the word /kol' ora/, mentioned in relation to sickness. Here is a chart that shows how its first syllable sounds can be spelled.

Sound	Spellings and examples
/k/	coat, kind, chemist, quay, khaki
/o/	odd, watch, honest, yacht
/l/	land, llama

The first sound /k/ is shown spelled several ways. Most common spellings are as in coat, kind and chemist.

The vowel sound /o/ is most often spelled with a letter o, as in odd, or with an a, as in watch. The sound /l/ is almost always spelled with the letter l.

Put together what you have worked out so far. The word you are searching for might begin with col, cal, kol, kal, chol, or chal. By looking through the dictionary and trying these possibilities you should find cholera (kol'ara).

The procedure may seem complicated to you at first, but it does work. Be sure to check the word and definition you have found to make sure you have the correct word.

WRITING STANDARD G-26 – ACTIVITY 1

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS:

A: A word is pronounced /boi'kot/. The sound /b/ is almost always spelled oi or oy. The /k/ is spelled c, k, or ch. Six combinations may be made of all these letters. Two have been written for you. Write all six possible combinations on your own paper.

boic boik

Which of the six possibilities leads you to the word in the dictionary? Write it.

B: A word is pronounced /rom'bəs/. The sound /r/ can be spelled r, wr, or rh. The sound /o/ is usually spelled o or oa. The /m/ is almost always spelled m. Write the six combinations of these letters that you might need to look up in order to find the word. Use your own paper.

Which of these spellings leads you to the right word in the dictionary? Write it.

WRITING STANDARD G-26 – ACTIVITY 2

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS:

Part A: A word is pronounced /fo' be - a). The f sound may be spelled f or ph. The /o/ sound may be spelled o, oa, or oe. The /b/ sound is almost always spelled b. Write on your own paper the six combinations of these letters you might need to find the word in a dictionary. Write the word.

Part B: A word is pronounced /rath/. The /r/ sound may be spelled r, wr, rh. The /a/ sound may be spelled a, ai, ay, eigh, ey, eak, aight, et, e, ue, ei, eh, ao, au. The /h/ is usually pronounced th. Write the combinations of these letters you might need to find the word in a dictionary, on your paper. Write the word. Be sure to check the word and definition to make sure you have the correct word.

WRITING STANDARD G-26 – ACTIVITY 3

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: Using the pronunciation chart in your dictionary find the correct spelling for the following words. Write the words on your own paper.

1) ə-kwer' ē-əm

2) i - loo' mə - nāt

3) fiz' iks

4) ri-zem'bəl

5) traj- ə -dē

WRITING STANDARD G-26 – ACTIVITY 4

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: Using the pronunciation chart in your dictionary find the correct spelling for the following words. Write the words on your own paper.

1) i - ioj' - ə - kəl
2) lə - jit' ə mit
3) nə - ses´ə - te
4) tol'ər - ə - bəl
5) vin' tij

ACTIVITY ANSWER KEY

G-26 — Writing Standard

Activity 1

Part A	boic	boyc	Part B	rom	ram
	bolk	boyk		wrom	wram
	bolch	boych		rhom	rham

The word is boycott

The word is rhombus

Activity 2

Part A	fob	phoab	Part B	The word is wrath
	foab	phoeb		
	foeb	phob		

The word is phobia

Activity 3

1) aquarium 2) illuminate 3) physics 4) resemble

5) tragedy

Activity 4

1) illogical 2) legitimate 3) necessity 4) tolerable

5) vintage

WRITING STANDARD G-26 – EVALUATION I

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: Using the pronunciation chart in your dictionary choose the correct spelling for each word. Check your answer with the dictionary. Write the letter of the correct answer on your paper.

1. kə-pas′ ə-tē
   - a) capassity
   - b) kapacity
   - c) capasite
   - d) capacity

2. jen′ təl-mən
   - a) jeutilmin
   - b) gentleman
   - c) gentalman
   - d) gentulman

3. mə-nor′ə-tē
   - a) minoraty
   - b) minorate
   - c) minority
   - d) menority

4. ten′-shən
   - a) tenshun
   - b) tenchin
   - c) tention
   - d) tension

5. wôr′ē ər
   - a) warrior
   - b) worier
   - c) worryer
   - d) warior

WRITING STANDARD G-26 – EVALUATION II

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: Using the pronunciation chart in your dictionary choose the correct spelling for each word. Check your answer with the dictionary. Write the letter of the correct answer on your paper.

1. ok' sə-dīz"
   a) oksidize
   b) ocsidise
   c) awksidize
   d) oxidize

2. le''jə-ner'
   a) leejonair
   b) leaginaire
   c) legionnaire
   d) lejonar

3. prə - pôr'shə n
   a) poeportion
   b) proportion
   c) proporsion
   d) preporshun

4. hem' ə-sfir
   a) hemisfear
   b) himisfer
   c) hemisphere
   d) hemisfere

5. ej'ə-ka'shən
   a) edgucashun
   b) educasion
   c) edukation
   d) education

WRITING STANDARD G-26 – EVALUATION III

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: **Using the pronunciation chart in your dictionary choose the correct spelling for each word. Check your answer with the dictionary. Write the letter of the correct answer on your paper.**

1. pə-sif''ik
   - a) pecifik
   - b) pacifik
   - c) pacific
   - d) pasific

2. ok' sə- jən
   - a) oxygen
   - b) oxigin
   - c) oksagen
   - d) oxsigin

3. res'ăl
   - a) ressel
   - b) wressle
   - c) wresel
   - d) wrestle

4. dis - gīz'
   - a) disguize
   - b) disguise
   - c) disgize
   - d) disguys

5. kə-mē lē-ən
   - a) camelion
   - b) chamelion
   - c) chameleon
   - d) kameleon

WRITING STANDARD G-26 – EVALUATION IV

INDEPENDENTLY USE THE DICTIONARY TO SPELL WORDS.

DIRECTIONS: Using the pronunciation chart in your dictionary write the correct spelling for each word. Use your own paper. Check your answers in the dictionary.

1. vėr' tə-kel
2. nō tôr' ē -əs
3. ji-net' iks
4. də-rek'shən
5. noo' mər-əs

EVALUATION ANSWER KEY

G-26 — Writing Standard

Evaluation I

1) d 2) b 3) c 4) d 5) a

Evaluation II

1) d 2) c 3) b 4) c 5) d

Evaluation III

1) c 2) a 3) d 4) b 5) c

Evaluation IV

1) vertical 2) notorious 3) genetics 4) direction

5) numerous

WRITING STANDARD--H

The student will punctuate correctly.

H-27: Use an apostrophe and s to from the plural of letters, numbers, signs, and words referred to as words. (e.g., four s's, two 3's, the number of and's)

WRITING STANDARD H-27 – PREPARATORY SHEET 1

USE AN APOSTROPHE AND S TO FORM THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS. (E.G., FOUR S'S, TWO 3'S, THE NUMBER OF AND'S)

An apostrophe and s is used to form the plural of letters, numbers, signs and of words referred to as words.

Examples: The word Mississippi has four *i*'s, four *p*'s, and four *s*'s.

Four *6*'s and three *9*'s equal fifty-one.

There are six *t*'s and two –'s on the arithmetic test.

Your paragraph would be better if it did not contain so many *and*'s.

NOTE: The plurals of letters, numbers, signs, and words used as words are always italicized in print. In manuscript and typescript they may be underlined or placed in quotation marks.

WRITING STANDARD H-27 — ACTIVITY 1

USE AN APOSTROPHE AND S TO FORM THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS. (E.G., FOUR S'S, TWO 3'S, THE NUMBER OF AND'S)

DIRECTIONS: Correctly form the plural of each of the italicized items: Use your own paper to record your answers.

1. dot your *i*
2. cross your *t*
3. don't use *&*
4. three *O*
5. several *but*
6. watch your *P* and *Q*
7. his *ho* and *hum*
8. during the *1900*
9. count the *+*
10. no *if*, *and*, or *but*

WRITING STANDARD H-27 – ACTIVITY 2

USE AN APOSTROPHE AND S TO FORM THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFFERED TO AS WORDS. (E.G., FOUR S'S, TWO 3'S, THE NUMBER OF AND'S)

DIRECTIONS: **Rewrite the following sentences making the italicized words plural. Write the sentences on your own paper.**

1. We had the photographer make three *5 X 7*.
2. Her report card had four + and no —.
3. How many *A* did you get this semester?
4. Show me the *10* column.
5. How many *s* are there in business?
6. I know most of my multiplication table, but the *8* are giving me some problem.
7. Some of my records are *45* and some are *33 1/3*.
8. The two *&* in your paper should be replaced by two *and*.
9. I would like it better if it weren't for all the *maybe*.
10. My father bought twenty *2 X 4* to build the doghouse.

WRITING STANDARD H-27 – ACTIVITY 3

USE AN APOSTROPHE AND S TO FORM THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS. (E.G., FOUR S'S, TWO 3'S, THE NUMBER OF AND'S)

DIRECTIONS: **Copy the following sentences making the italicized words plural. Write answers on your own paper.**

1. There are too many *them* in your paragraph.
2. The small child had difficulty forming his *A*.
3. The student failed because he had so many *O*.
4. He has difficulty pronouncing his *r*.
5. Margaret's phone number has three *2* in it.
6. Let me see the hands of the students who received *B*.
7. I hope the *1980* will see the end of inflation.
8. The * indicate that notes are given below.
9. The *?* did not show up well on the test.
10. Your *oh* and *ah* make me think you like your gift.

WRITING STANDARD H-27 – ACTIVITY 4

USE AN APOSTROPHE AND S TO FORM THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS. (E.G., FOUR S'S, TWO 3'S, THE NUMBER OF AND'S)

DIRECTIONS: Correctly form the plurals of the italicized items. Write the answers on your own paper.

1. the *why* and *wherefore*
2. the *o* and the *a* look alike
3. several *!*
4. *5 X 6*
5. in the *40*
6. seven >
7. the *so* and *if*
8. three *therefore*
9. all the *t*
10. the *ahem*

ACTIVITY ANSWER KEY

H-27 – Writing Standard

Activity 1

1) i's 2) t's 3) &'s 4) o's 5) but's
6) p's q's 7) ho's hum's 8) 1900's 9) t's 10) if's and's but's

Activity 2

1) 5 X 7's 2) t's -'s 3) A's 4) 10's 5) s's
6) 8's 7) 45's 33 1/3's 8) &'s and's 9) maybe's 10) 2 X 4's

Activity 3

1) them's 2) A's 3) O's 4) r's 5) 2's
6) B's 7) 1980's 8) *'s 9) ?'s 10) oh's ah's

Activity 4

1) why's wherefore's 2) o's a's 3) !'s 4) 5 X 6's
5) 40's 6) >'s 7) so's if's 8) therefore's 9) t's
10) ahem's

WRITING STANDARD H-27 – EVALUATION I

FORMING THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS.

DIRECTIONS: **Study the italicized item in each sentence below. If the item is incorrectly formed, rewrite it correctly. If the item is correctly formed, write - no error. Write answers on your own paper.**

1. I had the photographer color the three *8 X 10S.*
2. Don't forget to cross your *ts*.
3. Students tend to use too many *ands*.
4. Put your *10S.* in this column.
5. There were two *o's* in his arithmetic answer.
6. Inquisitive children bombard their parents with *whys*.
7. Your as' look like os' .
8. The word stewardess has three *s's*.
9. I emphasize my points by using many *!es*.
10. Lower case, cursive *ms* have three humps.

WRITING STANDARD H-27 – EVALUATION II

FORMING THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS.

DIRECTIONS: Study the italicized item in each sentence below. If the item is incorrectly formed, rewrite it correctly. If the item is correctly formed, write - no error. Write answers on your own paper.

1. The *?es* on the ends of the sentences indicated that they were questions.
2. Three *ho hum's* told us that he was bored.
3. I would be happier if there were not so many *ifs* in your invitation.
4. The *+s* told us that the problems were addition.
5. How many *l's* are in Lilliput?
6. The student was upset because there were several *√'* on his homework.
7. Be sure to dot your *is'*.
8. Those cards are known as *3 X 5S.*
9. The *20's* was a roaring age.
10. How many *7S'* were in your answer?

WRITING STANDARD H-27 – EVALUATION III

FORMING THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS.

DIRECTIONS: **Study the italicized item in each sentence below. If the item is incorrectly formed, rewrite it correctly. If the item is correctly formed, write - no error. Write answers on your own paper.**

1. The *<'s* mean the answers are less than.
2. You tend to make *es'* that look like *is'*.
3. There were two *s' on the page.
4. My report card had seven *C'S*.
5. Some people have difficulty pronouncing *rs'*.
6. We ordered six *8 X 10es* and four *5 X 7es*.
7. Please replace your *&s* with *ands*.
8. Her *ohes* and *ahes* made me know she was delighted.
9. Do second grade students often confuse their *6s'* and *9s'*?
10. I have seventy *33 1/3S'* and twelve *45S'*.

WRITING STANDARD H-27 — EVALUATION IV

FORMING THE PLURAL OF LETTERS, NUMBERS, SIGNS, AND WORDS REFERRED TO AS WORDS.

DIRECTIONS: **Study the italicized item in each sentence below. If the item is incorrectly formed, rewrite it correctly. If the item is correctly formed, write - no error. Write answers on your own paper.**

1. We had no trouble making the *=’s* with our typewriter.
2. You had better watch your *Ps’* and *Qs’*.
3. Several *—’s* lowered his grade.
4. I have difficulty telling your *aes* from your *oes*.
5. Count the *ses’* in the word Mississippi.
6. There were four *3’s* in his home address.
7. All your *maybes’* are making me nervous.
8. There are entirely too many *but’s* in this paragraph.
9. The *2 X 4S* were bought at Lindsley Lumber.
10. The early *1940S’* were war years.

EVALUATION ANSWER KEY

H-27 – Writing Standard

Evaluation I

1) 8 X 10's 2) t's 3) and's 4) 10's 5) no error
6) why's 7) a's o's 8) no error 9) !'s 10) m's

Evaluation II

1) ?'s 2) no error 3) if's 4) t's 5) no error
6) √'s 7) i's 8) 3 X 5's 9) no error 10) 7's

Evaluation III

1) no error 2) e's i's 3) *'s 4) no error 5) r's
6) 8 X 10's 5 X 7's 7) &'s and's 8) oh's ah's 9) 6's 9's
10) 33 1/3's 45's

Evaluation IV

1) no error 2) p's q's 3) no error 4) a's o's
5) s's 6) no error 7) maybe's 8) no error
9) 2 X 4's 10) 1940's

H-29: Use an apostrophe and s to show the possessive of singular and plural nouns which do not end in s.

WRITING STANDARD H-28 AND H-29 – PREPARATORY SHEET 1

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

FORMING POSSESSIVES

An apostrophe is used with a noun to show that someone possesses (owns) something.

To form possessives of:

Singular nouns not ending in *s* add 's

Example: Sue's dress, a boy's book

Singular nouns ending in *s* add 's

Example: Lois's ring, my boss's office,
that business's address,
Miss Jones's lunch

Plural nouns not ending in *s* add 's

Plural nouns ending in *s* add only '

Notice that the rule you must remember is that plural nouns ending in *s* are made possessive by adding only an apostrophe. All other nouns require 's.

WRITING STANDARD H-28 AND H-29 – PREPARATORY SHEET 2

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS WHICH DO NOT END IN S

EXPLANATION

Possessives: Singular or Plural?

Should the possesive noun be singular or plural?

There are clues in a sentence to help you decide.

1. Look for a singular or plural modifer which determines whether the possessive noun is singular or plural.

   A. Modifiers which specifically refer to a single owner. *a, an, that, one, this*

   Examples:
   a cat's paws
   an actor's picture
   that boy's lunch
   one student's grades
   this man's hat

   B. Modifiers which specifically refer to more than one owner. *These, those* and *numbers other than one.*

   Examples:
   these cats' paws
   those cats' paws
   four cats' paws

   C. *The* does not provide a clue.

   Examples:
   the cat's paws (one cat)
   the cats' paws (more than one cat)

WRITING STANDARD H-28 AND H-29 – PREPARATORY SHEET 2

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS WHICH DO NOT END IN S

(Cont.)

2. Look for a singular or plural pronoun which represents the possessive noun in the sentence.

   A pronoun must agree in number with the noun it represents.

   Examples:

   a. The boy's eyes filled with tears as he ran from the smoke-filled room.

      he refers to one person
      he represents *boy*
      Therefore, the possessive is singular *boy's*

   b. The boys' eyes filled with tears as they ran from the smoke-filled room.

      they refers to more than one person
      they represents *boys*
      Therefore, the possessive is plural *boys'*

3. Look at the number of things claimed by the possessive noun. Can the possessor claim more than one?

   Examples: The clerk*'s nose*

   A person only has one nose!
   Therefore, *clerk* must be singular possessive.

   The attorneys*' voices*

   If there is more than one voice, then there is more than one attorney.

   Therefore, *attorney* must be a plural possessive.

WRITING STANDARD H-28 AND H-29 – ACTIVITY SHEET 1

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: **Some nouns form their plurals by adding *es*. Write the correct forms of each of the following nouns under the proper headings.**

Singular	Singular Possessive	Plural	Plural Possessive
Ex. *waitress*	*waitress's*	*waitresses*	*waitresses'*
1. princess			
2. class			
3. church			
4. boss			
5. fox			
6. seamstress			
7. chorus			
8. mistress			
9. match			
10. beach			

WRITING STANDARD H-28 AND H-29 – ACTIVITY 2

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH ENDS IN S

USE AN APOSTRPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: Nouns ending in *y* preceded by a consonant change *y* to *i* and add *es* to form to form the plural.

Write the correct forms of each of the following nouns under the proper headings.

Singular	Singular Possessive	Plural	Plural Possessive
Ex. *berry*	*berry's*	*berries*	*berries'*
1. beneficiary			
2. faculty			
3. company			
4. baby			
5. symphony			
6. factory			
7. family			
8. butterfly			
9. fairy			
10. society			

WRITING STANDARD H-28 AND H-29 – ACTIVITY SHEET 3

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: A few nouns have the same form in the plural as in the singular. Proper nouns ending in *-ese* have the same form in the plural as in the singular.

Write the correct forms of each of the following nouns under the proper headings.

	Singular	Singular Possessive	Plural	Plural Possessive
Ex.	*deer*	*deer's*	*deer*	*deer's*
1.	sheep			
2.	swine			
3.	grouse			
4.	trout			
5.	salmon			
6.	Japanese			
7.	Chinese			
8.	Portuguese			
9.	Congolese			
10.	Lebanese			

WRITING STANDARD H-28 AND H-29 – ACTIVITY SHEET 4

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: Nouns ending in *e* preceded by a vowel add *s* to form the plural. Many nouns ending in *o* preceded by a consonant add *es* to form the plural. There are many exceptions to this rule. Refer to your dictionary. Write the correct forms of each of the following nouns under the proper headings.

	Singular	Singular Possessive	Plural	Plural Possessive
Ex.	*buffalo*	*buffalo's*	*buffaloes*	*buffaloes'*
1.	hero			
2.	eskimo			
3.	domino			
4.	cameo			
5.	burro			
6.	mosquito			
7.	radio			
8.	rodeo			
9.	armadillo			
10.	stereo			

WRITING STANDARD H-28 AND H-29 – ACTIVITY SHEET 5

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: Write the singular possessive, plural, and plural possessive of the nouns listed below. Write the answers on your own paper using the heading below.

	Singular	Singular Possessive	Plural	Plural Possessive
Ex.	*lady*	*lady's*	*ladies*	*ladies'*
1.	child			
2.	car			
3.	mouse			
4.	business			
5.	cat			
6.	statesman			
7.	bus			
8.	actor			
9.	witness			
10.	ox			
11.	church			
12.	sheep			
13.	deer			
14.	boss			
15.	Bess			
16.	dictionary			
17.	library			
18.	Jones			
19.	boy			
20.	James			

WRITING STANDARD H-28 AND H-29 – ACTIVITY SHEET 6

USE AN APOSTROPHE ALONE TO SHOW THE POSSESSIVE OF PLURAL NOUNS WHICH END IN S

USE AN APOSTROPHE AND S TO SHOW THE POSSESSIVE OF ALL SINGULAR NOUNS AND OF PLURAL NOUNS WHICH DO NOT END IN S

DIRECTIONS: **Below is a list of proper nouns which you are to make possessive to fit the sentences beside them. You are also to identify the clue words which tell you whether the noun should be a singular or plural possessive. Sometimes there are two clues to help you decide.**

Example: turkey

The ________ wings flopped shut as they settled onto the branches for the night.

Set up your answer sheet in two columns like in the example below. Use your own paper.

	Possessive	Clue
Example:	turkeys'	they

1. (boy) We heard the ________ shouts as they rode past.
2. (factory) The ________ output increased after it had been expanded.
3. (thief) Mr. Brown found the ________ tools where he had dropped them as he fled.
4. (stereo) That ________ volume is driving me crazy!
5. (child) Let the ________ mother see them.
6. (trout) That ________ eye kept staring at me from the plate.
7. (goose) A ________ honk will scare the daylights out of you!
8. (wife) The ________ complaint was that their husbands didn't appreciate them.
9. (Wolff) Mr. ________ house.
10. (Parker) The ________ dinner party.
11. (Jones) The ________ car.
12. (Cowle) Mr. and Mrs. ________ luggage.
13. (class) This ________ assignments.
14. (stewardess) A ________ uniform.
15. (boss) The ________ wife.
16. (class) These ________ assignments.
17. (waitress) Five ________ customers.
18. (boss) The ________ wives.
19. (waitress) One ________ customers.
20. (stewardess) Those ________ uniforms.

ACTIVITY ANSWER KEY

H-28 and H-29 – Writing Standards

Activity 1

	Singular	Singular Possessive	Plural	Plural Possessive
1)	princess	princess's	princesses	princesses'
2)	class	class's	classes	classes'
3)	church	church's	churches	churches'
4)	boss	boss's	bosses	bosses'
5)	fox	fox's	foxes	foxes'
6)	seamstress	seamstress's	seamstresses	seamstresses'
7)	chorus	chorus's	choruses	choruses'
8)	mistress	mistress's	mistresses	mistresses'
9)	match	match's	matches	matches'
10)	beach	beach's	beaches	beaches'

Activity 2

1)	beneficiary	beneficiary's	beneficiaries	beneficiaries'
2)	faculty	faculty's	faculties	faculties'
3)	company	company's	companies	companies'
4)	baby	baby's	babies	babies'
5)	symphony	symphony's	symphonies	symphonies'
6)	factory	factory's	factories	factories'
7)	family	family's	families	families'
8)	butterfly	butterfly's	butterflies	butterflies'
9)	fairy	fairy's	fairies	fairies'
10)	society	society's	societies	societies'

Activity 3

1)	sheep	sheep's	sheep	sheep's
2)	swine	swine's	swine	swine's
3)	grouse	grouse's	grouse	grouse's
4)	trout	trout's	trout	trout's
5)	salmon	salmon's	salmon	salmon's
6)	Japanese	Japanese's	Japanese	Japanese's
7)	Chinese	Chinese's	Chinese	Chinese's
8)	Portuguese	Portuguese's	Portuguese	Portuguese's
9)	Congolese	Congolese's	Congolese	Congolese's
10)	Lebanese	Lebanese's	Lebanese	Lebanese's

ACTIVITY ANSWER KEY

H-28 and H-29 — Writing Standards

Activity 4

	Singular	Singular Possessive	Plural	Plural Possessive
1)	hero	hero's	heroes	heroes'
2)	Eskimo	Eskimo's	Eskimos	Eskimos'
3)	domino	domino's	dominoes	dominoes'
4)	cameo	cameo's	cameos	cameos'
5)	burro	burro's	burros	burros'
6)	mosquito	mosquito's	mosquitoes	mosquitoes'
7)	radio	radio's	radios	radios'
8)	rodeo	rodeo's	rodeos	rodeos'
9)	armadillo	armadillo's	armadillos	armadillos'
10)	stereo	stereo's	stereos	stereos'

Activity 5

1)	child	child's	children	children's
2)	car	car's	cars	cars'
3)	mouse	mouse's	mice	mice's
4)	business	business's	businesses	businesses'
5)	cat	cat's	cats	cats'
6)	statesman	statesman's	statesmen	statesmen's
7)	bus	bus's	buses or busses	buses' or busses'
8)	actor	actor's	actors	actors'
9)	witness	witness's	witnesses	witnesses'
10)	ox	ox's	oxen	oxen's
11)	church	church's	churches	churches'
12)	sheep	sheep's	sheep	sheep's
13)	deer	deer's	deer	deer's
14)	boss	boss's	bosses	bosses'
15)	Bess	Bess's	Besses	Besses'
16)	dictionary	dictionary's	dictionaries	dictionaries'
17)	library	library's	libraries	libraries'
18)	Jones	Jones's	Joneses	Joneses'
19)	boy	boy's	boys	boys'
20)	James	James's	Jameses	Jameses'

ACTIVITY ANSWER KEY

H-28 and H-29 — Writing Standards

Activity 6

	Possessive	Clue
1)	boys'	they
2)	factory's	it
3)	thief's	he he
4)	stereo's	that
5)	children's	them
6)	trout's	that
7)	goose's	a
8)	wives'	their them
9)	wolff's	Mr.
10)	Parkers'	the
11)	Joneses'	the
12)	Cowles'	Mr. and Mrs.
13)	class's	this
14)	stewardess's	a
15)	boss's	wife
16)	classes'	these
17)	waitresses'	five
18)	bosses'	wives
19)	waitress's	one
20)	stewardesses'	those

WRITING STANDARD H-28 AND H-29 – EVALUATION I

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence.

1. The boat captain was happy about several ______________ catches.

   a. fishermens
   b. fishermens'
   c. fishermen'
   d. fishermen's

2. Mr. ____________ car is parked in his driveway.

   a. Jone's
   b. Jone'es
   c. Joneses'
   d. Jones's

3. The coupon slipped through the __________ fingers.

   a. clerk'
   b. clerk's
   c. clerks
   d. clerks'

4. All ____________ fees are not the same.

   a. attorneys'
   b. attorney's
   c. attorney'
   d. attorneys's

5. The _________ hideaways kept them safe from the hunters.

   a. deeres'
   b. deer'es
   c. deer's
   d. deers'

WRITING STANDARD H-28 AND H-29 – EVALUATION I

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

(Cont.)

6. The ________________ entertainment committee provided a hilarious program.

   a. convention's
   b. conventions'
   c. conventiones'
   d. conventions's

7. The ________________ goodbyes to husbands and sons who were among the first frontier party were sad indeed.

   a. family's
   b. families'es
   c. families'
   d. familys

8. The ____________ eyes were unblinking as he snapped at the bait.

   a. basses
   b. basses'
   c. bass'es
   d. bass's

9. ________________ treasure from many ships was buried on the island.

   a. Pirate's
   b. Pirates'
   c. Pirates's
   d. Pirate'

10. The ______________ moan frightened her.

   a. ghost'es
   b. ghosts'
   c. ghostes'
   d. ghost's

WRITING STANDARD H-28 AND H-29 – EVALUATION II

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence. Write the letter of the correct answer on your own paper.

1. ____________ answer to the question was thorough but to the point.

   a. Less'ses
   b. Lesses'
   c. Less'es
   d. Less's

2. The ____________ reaction to the concert was wildly enthusiastic.

   a. audiences'
   b. audience's
   c. audienc'es
   d. audience'

3. The ____________ stitches were amazingly straight for a person of so little experience.

   a. seamstress's
   b. seamstresses'
   c. seamstress'es
   d. seamstresses

4. The owner was proud of both ____________ achievements.

   a. salesmen'
   b. salesmens
   c. salesmen's
   d. salesmens'

5. The ____________ sty was an ample size for their large number.

   a. swines'
   b. swines
   c. swin'es
   d. swine's

WRITING STANDARD H-28 AND H-29 – EVALUATION II

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

(Cont.)

6. The congregation listened attentively to the ______________ sermon.

a. minister'
b. ministers'
c. minister's
d. ministeres'

7. The __________ basketball team won the tournament.

a. girls'
b. girl's
c. girls's
d. girls'es

8. He deferred to his ______________ judgment, although the man was his junior in age.

a. associates'
b. associates
c. associate's
d. associate'

9. ______________ rings, glittering in the moonlight, proved to believers that the magic creatures had been there.

a. Fairy's
b. Fairies'
c. Fairi'es
d. Fairys'

10. Both ____________ hooves were worn from the long journey.

a. calf's
b. calfs'es
c. calves's
d. calves'

WRITING STANDARD H-28 AND H-29 – EVALUATION III

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence. Write the letter of the correct answer on your own paper.

1. ______________ secret was kept from everyone.
    - a. Loises'
    - b. Lois's
    - c. Loise's
    - d. Lois'es

2. See if the ______________ mother can pick them up after school.
    - a. child's
    - b. childes'
    - c. children's
    - d. childrens'

3. Three ____________ stalls were yet to be cleaned.
    - a. oxes'
    - b. ox's
    - c. oxens'
    - d. oxen's

4. The __________________ votes unanimously approved the action.
    - a. delegate's
    - b. delegates's
    - c. delegates'
    - d. delegat'es

5. The ______________ confirmation was necessary for the presidential appointment.
    - a. senate's
    - b. senates'
    - c. senates's
    - d. senateses'

WRITING STANDARD H-28 AND H-29 – EVALUATION III

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

(Cont.)

6. Pollution is the entire ________________ problem.

   a. communitys'
   b. community's
   c. communities'
   d. communiti'es

7. The ________________ decision was final.

   a. council'
   b. councils'
   c. council's
   d. counciles'

8. The maid was accused of stealing her ________________ jewels.

   a. mistresses'
   b. mistress'es
   c. mistresses
   d. mistress's

9. The ________________ cells were so small they could scarcely turn around.

   a. prisoners'
   b. prisoner's
   c. prisoner's
   d. prisoneres'

10. ________________ returns after Christmas keep the clerks busy.

    a. Customer's
    b. Customer'es
    c. Customers'
    d. Customers's

WRITING STANDARD H-28 AND H-29 – EVALUATION IV

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence. Write the letter of the correct answer on your own paper.

1. So many ____________ droppings defaced the building the city decided to exterminate the birds.

   a. pigeon'
   b. pigeons's
   c. pigeons'
   d. pigeons'es

2. The ________________ skins were speckled with brown spots.

   a. bananas'
   b. banana's
   c. bananas'es
   d. bananases'

3. The ________________ enrollment was thirty-five.

   a. kindergartens'
   b. kindergarten's
   c. kindergarten'
   d. kindergarten

4. ________________ composition was the most interesting.

   a. Jameses
   b. James'es
   c. Jameses'
   d. James's

5. The ________________ declaration was announced on the six o'clock news.

   a. governors'
   b. governor'
   c. governor'es
   d. governor's

WRITING STANDARD H-28 AND H-29 – EVALUATION IV

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

6. All of the ________________ quarters were in the rear of the mansion.

a servants's
b. servant's
c. servants'
d. servantes'

7. The ____________ bicycle was broken.

a. boys'
b. boy'
c. boy's
d. boyes'

8. That ____________________ assets exceed its liabilities.

a. businesses'
b. business's
c. business'es
d. business

9. The ________________ voice could be heard throughout the auditorium.

a. commanders'
b. commander's
c. commanderes
d. comanderes'

10. He worked at an exclusive _____________ store.

a. men's
b. mens'
c. mens
d. men'es

WRITING STANDARD H-28 AND H-29 – EVALUATION V

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence. Write the letter of the correct answer on your own paper.

1. My ______________ telegram said he would take a taxi from the depot.

   a. friend'
   b. friend's
   c. friends'
   d. friend'es

2. The ______________ holes gave them direct access to the pantry.

   a. mouse's
   b. mice's
   c. mouses'
   d. mices'

3. It was the ______________ opinion that many students were deficient in grammar.

   a. facultys'
   b. faculties'
   c. faculty's
   d. faculti'es

4. There was a murmur of approval at the ______________ show of unity.

   a. employees'
   b. employee's
   c. employees'es
   d. employees

5. A ______________ biggest problem is his inability to relate to other people.

   a. genius's
   b. genius'es
   c. geniuses'
   d. geniuses

WRITING STANDARD H-28 AND H-29 – EVALUATION V
USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

(Cont.)

6. That ________________ receipts didn't balance.

   a. cashiers'
   b. cashier's
   c. cashier'
   d. cashieres

7. Eight ________________ hooves clattered across the rooftops.

   a. reindeer'
   b. reindeers'
   c. reindeer'es
   d. reindeer's

8. Several art ________________ entries in the exhibit were praised by the media.

   a. student's
   b. students
   c. students'
   d. studentes'

9. A thousand ________________ signatures were on the petition.

   a. citizens's
   b. citizen's
   c. citizens'
   d. citizen'

10. The ________________ crown weighed upon her forehead like a gigantic problem.

   a. princess's
   b. prince's
   c. princesses'
   d. princess'es

WRITING STANDARD H-28 AND H-29 – EVALUATION VI

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

DIRECTIONS: Choose the word which correctly completes each sentence. Write the letter of the correct answer on your own aper.

1. Several ______________ financial statements had to be filed.

   a. candidate's
   b. candidate'
   c. candidates'
   d. candidateses'

2. The mysterious __________ arrival at the ball was as sudden as his departure.

   a. guest's
   b. guest'
   c. guests'
   d. guests

3. ______________ dog frightened the thief away.

   a. Juliuses.
   b. Juliuses'
   c. Julius's
   d. Julius'es

4. The _________________ votes were needed in the union election.

   a. electrician's
   b. electricians'
   c. electricianes'
   d. electrician'es

5. Our _____________ last song was the most beautiful.

   a. choruses
   b. chorus'es
   c. choruses'
   d. chorus's

WRITING STANDARD H-28 AND H-29 – EVALUATION VI

USE THE APOSTROPHE AND APOSTROPHE S TO SHOW THE POSSESSIVE OF NOUNS

(Cont.)

6. It is the ________________ function to enact laws.

   a. legislatures'
   b. legislatures's
   c. legislature'
   d. legislature's

7. A set of ________________ tools was found in my neighborhood.

   a. burglar
   b. burglars'
   c. burglar's
   d. burglar'es

8. The ________________ spawning habits make them unique among fish.

   a. salmon's
   b. salmons'
   c. salmon'es
   d. salmones'

9. ________________ apparel is a big business.

   a. Womens'
   b. Women'
   c. Women'es
   d. Women's

10. Shoes for the ________________ baseball team were ordered early.

    a. boy's
    b. boys'
    c. boyes'
    d. boy'es

EVALUATION ANSWER KEY

H-28 and H-29 — Writing Standards

Evaluation I

1) d 2) d 3) b 4) a 5) c
6) a 7) c 8) d 9) b 10) d

Evaluation II

1) d 2) b 3) a 4) c 5) d
6) c 7) a 8) c 9) b 10) d

Evaluation III

1) b 2) c 3) d 4) c 5) a
6) b 7) c 8) d 9) a 10) c

Evaluation IV

1) c 2) a 3) b 4) d 5) d
6) c 7) c 8) b 9) b 10) a

Evaluation V

1) b 2) b 3) c 4) a 5) a
6) b 7) d 8) c 9) c 10) a

Evaluation VI

1) c 2) a 3) c 4) b 5) d
6) d 7) c 8) a 9) d 10) b

H-30: Use the comma before and, but, nor, for, yet when they join independent clauses, unless the clauses are very short.

WRITING STANDARD H-30 – PREPARATORY SHEET 1

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT.

EXPLANATION:

A. **SIMPLE SENTENCE** – a sentence that has one independent clause and no subordinate clauses.

A simple sentence has only one subject and one verb, although either or both may be compound.

Examples: The pilot boarded the plane. (simple sentence)

The pilot and stewardess boarded the plane (simple sentence with compound subject)

The pilot picked up his bag and boarded the plane. (simple sentence with compound verb)

B. **COMPOUND SENTENCE** – Two or more simple sentences (independent clauses) put together.

C. **CLAUSE** – a group of words that contains a verb and its subject and is used as part of a sentence.

D. **INDEPENDENT CLAUSE** – a clause that expresses a complete thought.

NOTE: Independent clauses could be written as separate sentences, but we think of them as clauses rather than sentences when they are joined with one or more additional clauses in a single larger sentence.

E. **COORDINATING CONJUNCTION** – a connecting word used together with a comma to join two sentences of equal importance. The comma comes before the conjunction.

F. **COMMON COORDINATING CONJUNCTIONS:** and, but, nor, for, yet

Example: William ran for class president, and he won easily. (compound sentence properly joined with a comma and coordinating conjunction)

NOTE: A compound sentence must have a subject and verb on each side of the coordinating conjunction.

WRITING STANDARD H-30 – ACTIVITY 1

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT.

DIRECTIONS: **Identify the following sentences as simple or compound. If the sentence is simple but has a compound verb, write the verbs as well as the simple identification.**

1. The house was small, but the grounds were spacious.
2. You can start French this year or wait until next year.
3. The huge rocket left the launching pad and vanished into the upper sky.
4. Leonardo painted only a few pictures, but they are all masterpieces.
5. Our library is small, yet it has a good collection of reference books.
6. We can take a train tonight or fly to Detroit in the morning.
7. The class visited the Museum of Modern Art and spent hours studying the new paintings.
8. Cliff was not happy as a successful businessman, and it made his friends realize that money isn't everything.
9. The moon turns on its axis every 28 days and therefore always presents the same face to the earth.
10. Two small moons circle the planet Mars, and they are thought to be hollow.
11. New machines used in industry not only reduce back-breaking labor but produce more in less time.
12. There are probably rich mineral deposits at the South Pole, but they lie under hundreds of feet of ice.
13. Thousands of students attend college but do not stay to graduate.
14. After the death of a football player, Centerville dropped the game and did not start it again until last year.
15. The hotel room was luxurious, but we couldn't open the windows or turn off the lights.
16. Expecting a long-distance call, Kay sat by the telephone all evening and drove everyone else away.

WRITING STANDARD H-30 – ACTIVITY 2

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT.

DIRECTIONS: Rewrite the following sentences, adding the necessary commas. Write sentences on your own paper.

1. Cappelletti won the Heisman Trophy and he later joined a professional football team.

2. Joan strung the racket but it broke later.

3. You offered to honor the contract yet the company took legal action.

4. Designs in Oriental rugs are symbolic and often the weavers of one tribe can't explain symbols from the rugs of another tribe.

5. Tammy wanted to frost her hair yet she was afraid the process might give her split ends.

6. We couldn't make much of a contribution nor did they expect a big one from us.

7. I was wrong and I'm sorry.

8. The dentist found one cavity but he decided to make another appointment for me to get it filled.

9. Mom saw the mouse run in and out she went for traps.

10. Phil wanted to buy his girl friend a sewing machine for she was a good seamstress.

WRITING STANDARD H-30 – ACTIVITY 3

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT.

DIRECTIONS: **Rewrite each pair of sentences as a compound sentence. Use commas and conjunctions correctly. Write sentences on your own paper.**

1. You could use compost to enrich this plot. You might choose chemical fertilizers for a faster effect.
2. Compost would improve the soil texture. Chemicals wouldn't help the texture at all.
3. Food stamps help millions of Americans feed their families. Without this program many would go hungry.
4. Everybody with some income must pay for the stamps. Politicians complain that the program is a giveaway.
5. Morales has support from all segments of the community. He would win even without the Latino vote.
6. He speaks well in public. His reputation for honesty is well known.
7. The government tests new medicines before they can be marketed here. The public often wants foreign drugs before they have been okayed.
8. Some people believe an extract from apricot pits can cure cancer. They import the product illegally.
9. Ann Landers writes an advice column. Her opinions on love and marriage are very popular.
10. She and her husband decided to get a divorce after thirty-six years together. She didn't try to hide this from her readers.

WRITING STANDARD H-30 -- ACTIVITY 4

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT.

DIRECTIONS: Write ten compound sentences of your own, using the comma and coordinating conjunction correctly. Use the conjunction designated for each sentence. Write sentences on your own paper.

1. and
2. but
3. nor
4. for
5. yet
6. and
7. but
8. nor
9. for
10. yet

ACTIVITY ANSWER KEY

H-30 – Writing Standard

Activity 1

1) compound
2) simple start wait
3) simple left vanished
4) compound
5) compound
6) simple take fly
7) simple visited spent
8) compound
9) simple turns presents
10) compound
11) simple reduce produce
12) compound
13) simple attend do stay
14) simple dropped did start
15) compound
16) simple sat drove

Activity 2 (Students will write complete sentences with commas where shown)

1) trophy, and
2) racket, but
3) contract, yet
4) symbolic, and
5) hair, yet
6) contribution, nor
7) wrong, and
8) cavity, but
9) in, and
10) machine, for

Activity 3

Teacher Check - Answers may vary slightly

Activity 4

Teacher Check - Answers will vary

WRITING STANDARD H-30 – EVALUATION I

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT

DIRECTIONS: Choose the sentence which is correctly punctuated. Write the letter of the correct answer on your own paper.

1.

A. Lori was in an automobile accident last Saturday but, she was not seriously injured.
B. Lori was in an automobile accident last Saturday but she was not, seriously injured.
C. Lori was in an automobile accident last Saturday, but she was not seriously injured.
D. Lori was in an automobile accident, last Saturday but she was not seriously injured.

2.

A. A school of sharks was sighted by the lifeguard, and he anticipated danger to the surfers.
B. A school, of sharks was sighted by the lifeguard and he anticipated danger to the surfers.
C. A school of sharks, was sighted by the lifeguard and he anticipated danger to the surfers.
D. A school of sharks was sighted by the lifeguard and, he anticipated danger to the surfers.

3.

A. The pedestrian crossed the street illegally yet the policeman, was too busy to notice.
B. The pedestrian crossed the street illegally, yet the policeman was too busy to notice.
C. The pedestrian crossed the street illegally yet, the policeman was too busy to notice.
D. The pedestrian, crossed the street illegally yet the policeman was too busy to notice.

4.

A. We were going to the fair last night, but the car broke down just as we were leaving the house.
B. We were going to the fair last night but the car broke down, just as we were leaving the house.
C. We were going to the fair last night but, the car broke down just as we were leaving the house.
D. We were going, to the fair last night but the car broke down just as we were leaving the house.

5.

A. I couldn't wait any longer for, I had another appointment.
B. I couldn't wait, any longer for I had another appointment.
C. I couldn't wait any longer for I had, another appointment.
D. I couldn't wait any longer, for I had another appointment.

WRITING STANDARD H-30 – EVALUATION II

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT

DIRECTIONS: Choose the sentence which is correctly punctuated.

1.
   A. The remark she made deserved an apology, but no apology was offered.
   B. The remark she made, deserved an apology but no apology was offered.
   C. The remark she made deserved an apology but, no apology was offered.
   D. The remark she made deserved an apology but no apology, was offered.

2.
   A. I thought my qualifications for the job were superior yet the employer, did not call me for an interview.
   B. I thought, my qualifications for the job were superior yet the employer did not call me for an interview.
   C. I thought my qualifications for the job were superior yet, the employer did not call me for an interview.
   D. I thought my qualifications for the job were superior, yet the employer did not call me for an interview.

3.
   A. The first two acts, were slow moving but the third act was full of action and suspense.
   B. The first two acts were slow moving, but the third act was full of action and suspense.
   C. The first two acts were slow moving but the third act, was full of action and suspense.
   D. The first two acts were slow moving but, the third act was full of action and suspense.

4.
   A. The Student Council meeting was unusually harmonious, for no one raised any objections.
   B. The Student Council meeting was unusually harmonious for no one, raised any objections.
   C. The Student Council meeting, was unusually harmonious for no one raised any objections.
   D. The Student Council meeting was unusually harmonious for, no one raised any objections.

5.
   A. Susan did not study for the literature test today nor did she study, for the mathematics test last week.
   B. Susan did not study, for the literature test today nor did she study for the mathematics test last week.
   C. Susan did not study for the literature test today, nor did she study for the mathematics test last week.
   D. Susan did not study for the literature test today nor did she study for the mathematics test last week.

WRITING STANDARD H-30 – EVALUATION III

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT

DIRECTIONS: Choose the sentence which is correctly punctuated.

1.
   - A. Doug would like to join, the track team but he doesn't have the time.
   - B. Doug would like to join the track team but, he doesn't have the time.
   - C. Doug would like to join the track team but he doesn't, have the time.
   - D. Doug would like to join the track team, but he doesn't have the time.

2.
   - A. Jeff, was not permitted to go to the dance yet he did not become angry with his parents.
   - B. Jeff was not permitted to go to the dance, yet he did not become angry with his parents.
   - C. Jeff was not permitted to go to the dance yet, he did not become angry with his parents.
   - D. Jeff was not permitted to go to the dance yet he did not become angry, with his parents.

3.
   - A. Erin had appeared in several television commercials, but Sarah got the part because she was an experienced actress.
   - B. Erin had appeared, in several television commercials but Sarah got the part because she was an experienced actress.
   - C. Erin had appeared in several television commercials but, Sarah got the part because she was an experienced actress.
   - D. Erin had appeared in several television commercials but Sarah got the part, because she was an experienced actress.

4.
   - A. I wanted to go to the beach yet, I knew that I should study for the test.
   - B. I wanted to go to the beach yet I knew, that I should study for the test.
   - C. I wanted to go to the beach, yet I knew that I should study for the test.
   - D. I wanted to go to the beach yet I knew that, I should study for the test.

5.
   - A. I, had a great time at the party and if I am invited to the next one, I shall surely go.
   - B. I had a great time at the party, and if I am invited to the next one, I shall surely go.
   - C. I had a great time at the party and, if I am invited to the next one, I shall surely go.
   - D. I had a great time at the party and if I am invited to the next one, I shall surely go.

WRITING STANDARD H-30 – EVALUATION IV

USE THE COMMA BEFORE AND, BUT, NOR, FOR, YET WHEN THEY JOIN INDEPENDENT CLAUSES, UNLESS THE CLAUSES ARE VERY SHORT

DIRECTIONS: Choose the sentence which is correctly punctuated.

1.
   A. I was not allowed to watch television for, I had not done my homework.
   B. I was not allowed to watch television for I had not, done my homework.
   C. I was not allowed to watch television, for I had not done my homework.
   D. I was not allowed, to watch television for I had not done my homework.

2.
   A. We left, for the movie but we had a flat tire.
   B. We left for the movie, but we had a flat tire.
   C. We left for the movie but, we had a flat tire.
   D. We left for the movie but we had, a flat tire.

3.
   A. It was pouring rain, yet everyone jogged a mile.
   B. It was pouring rain yet everyone, jogged a mile.
   C. It, was pouring rain yet everyone jogged a mile.
   D. It was pouring rain yet, everyone jogged a mile.

4.
   A. Gary, was involved in a serious automobile accident and he broke both his legs and his right arm.
   B. Gary was involved in a serious automobile accident and, he broke both his legs and his right arm.
   C. Gary was involved in a serious automobile accident and he broke both his legs, and his right arm.
   D. Gary was involved in a serious automobile accident, and he broke both his legs and his right arm.

5.
   A. Sue did not know which college she wanted to attend, yet she knew that she must make her decision shortly.
   B. Sue did not know which college she wanted to attend yet she knew, that she must make her decision shortly.
   C. Sue did not know which college she wanted to attend yet, she knew that she must make her decision shortly.
   D. Sue did not know which college she wanted to attend yet she knew that, she must make her decision shortly.

EVALUATION ANSWER KEY

H-30 — Writing Standard

Evaluation I

1) c 2) a 3) b 4) a 5) d

Evaluation II

1) a 2) d 3) b 4) a 5) c

Evaluation III

1) d 2) b 3) a 4) c 5) b

Evaluation IV

1) c 2) b 3) a 4) d 5) a

WRITING STANDARD--I

The student will capitalize correctly.

I-31: Capitalize proper nouns and proper adjectives which name languages, institutions, companies, historical periods, a deity, important personal titles, and holidays.

WRITING STANDARD I-31 – PREPARATORY SHEET 1

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

EXPLANATION:

A. **COMMON NOUN** —a noun that names a whole group of persons, places, or things.

Examples:
teacher (person)
city (place)
tower (thing)

Common nouns are not capitalized unless they begin a sentence or a direct quotation or are included in a title like Aunt Susan.

B. **PROPER NOUN** – a noun that names a particular person, place or thing.

Examples:
Joan Gilders (particular person)
Chicago (particular place)
Eiffel Tower (particular thing)

Proper nouns are always capitalized.

C. **PROPER ADJECTIVE** – an adjective formed from a proper noun.

Proper adjectives usually modify common nouns. When this is the case, the proper adjective is capitalized, but the common noun is not capitalized.

Examples: a German town, American people

Some proper adjectives modify a proper noun (for example, Elizabethan England) or are part of a proper name (for example, English Channel). When this is the case, both words are capitalized.

D. **RELATIONSHIP**

The relationship of common nouns, proper nouns, and proper adjectives can be seen in the examples below:

COMMON NOUN	PROPER NOUN	PROPER ADJECTIVE
country	England	English tweed
playwright	Shakespeare	Shakespearean play

WRITING STANDARD I-31 – PREPARATORY SHEET 2

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

EXPLANATION

Capitalize:

1. **Names of languages**

   Examples: French
   Spanish

2. **Names of institutions:**

   Examples: Rolling Green College
   Bay Shore Hospital

3. **Names of companies**

   Examples: Metal Products Company
   Florida Power and Light

4. **Names of historical periods**

   Examples: Middle Ages
   Atomic Age

5. **Words referring to the Deity**

   Examples: God and His mercy, the Lord, the Father

   Note that the word god is not capitalized when it refers to the gods of ancient mythology.

   Example: the Greek god Zeus

6. **Important personal titles**

   A. **When the title comes before a name**

   Examples: Captain Smith
   Representative Michaels
   Judge Westmoreland

   B. **When the title is used alone or follows a person's name only if it refers to a high official or to someone to whom you wish to show special respect.**

   Examples: The General is holding a staff meeting.

   The President will give his views on the fuel crisis tonight over all television channels.

7. **Names of holidays**

   Examples: Christmas, Memorial Day

WRITING STANDARD I-31 – ACTIVITY 1

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: **Write two proper nouns for each of the common nouns listed. Write answers on your own paper.**

COMMON NOUNS

1. language a. ____________ b. ____________
2. high school a. ____________ b. ____________
3. company a. ____________ b. ____________
4. historical period a. ____________ b. ____________
5. Christian deity a. ____________ b. ____________
6. god of ancient mythology a. ____________ b. ____________
7. personal title with name a. ____________ b. ____________
8. personal title (without name) requiring capital a. ____________ b. ____________
9. personal title (without name) not requiring capital a. ____________ b. ____________
10. holiday a. ____________ b. ____________

WRITING STANDARD I-31 – ACTIVITY 2

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: Rewrite the following phrases, using capital letters where necessary. Write answers on your own paper.

1. general grant
2. the renaissance
3. the german language
4. the fourth of july
5. worship of the lord
6. american red cross
7. french perfume
8. the greek god apollo
9. general foods company
10. the president of the united states

WRITING STANDARD I-31 – ACTIVITY 3

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: **The following sentences contain some words that require capitals. On your own paper, write these words supplying the needed capitals.**

1. Many people in the area are employed by the united aircraft corporation.
2. The prime minister is to visit the united states next year.
3. The family went to church on easter and prayed to god.
4. The men agreed that sergeant kendall was a tough taskmaster.
5. I enjoyed studying the stone age.
6. As a foreign language major in college, I learned to speak english, french, and spanish.
7. When I was in Europe, I bought a beautiful irish linen tablecloth.
8. The graduation exercises for cooley high school will be held in the high school auditorium.
9. I hope that aunt carmen and uncle vernon will be able to come to the wedding.
10. The ancient greeks worshipped many gods.

WRITING STANDARD I-31 – ACTIVITY 4

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: Copy each of the following groups of words. Wherever necessary, change small letters to capital letters. Use your own paper.

1. danish pastry
2. world war II
3. tappan junior high school
4. the russian language
5. the age of jackson
6. wayne state university
7. columbus day
8. the almighty
9. maitland manufacturing company, inc.
10. the secretary of our class

ACTIVITY ANSWER KEY

I-31 — Writing Standard

Activity 1

Teacher Check - Answers will vary

Activity 2

1) General Grant
2) the Renaissance
3) the German language
4) the Fourth of July
5) worship of the Lord
6) American Red Cross
7) French perfume
8) the Greek god Apollo
9) General Foods Company
10) the President of the United States

Activity 3

1) United Aircraft Corporation
2) Prime Minister United States
3) Easter God
4) Sergeant Kendall
5) Stone Age
6) English, French, Spanish
7) Irish linen tablecloth
8) Cooley High School
9) Aunt Carmen Uncle Vernon
10) Greeks

Activity 4

1) Danish pastry
2) World War II
3) Tappen Junior High School
4) the Russian language
5) the Age of Jackson
6) Wayne State University
7) Columbus Day
8) the Almighty
9) Maitland Manufacturing Company, Inc.
10) the secretary of our class

WRITING STANDARD I-31 – EVALUATION I

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: Choose the answer which shows correct capitalization. Write the letter of the correct answer on your own paper.

1. When I graduate, I would like to work at ______________________.

A. Design products company, Inc.
B. Design Products Company, inc.
C. design products company, inc.
D. Design Products Company, Inc.

2. The ____________ of our club predicted that Jimmy Carter would be reelected ______________ of the United States.

A.	president	President
B.	President	President
C.	President	president
D.	president	president

3. The languages that I plan to study in college are ______________________ .

A. French and russian
B. french and russian
C. French and Russian
D. french and Russian

4. The __________ lasted from about the fifth century to the middle of the fifteenth century.

A. middle ages
B. middle Ages
C. Middle ages
D. Middle Ages

5. The ______________________ was fought from 1775-1783.

A. american Revolution
B. American Revolution
C. American revolution
D. american revolution

WRITING STANDARD I-31 – EVALUATION II

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: **Choose the answer which shows correct capitalization. Write the letter of the correct answer on your own paper.**

1. Many men lost their lives in the ______________________.

    A. french and indian war
    B. French and Indian War
    C. french and Indian War
    D. French and indian war

2. ______________________________ is a very large school.

    A. Edgar Guest middle school
    B. Edgar Guest middle School
    C. Edgar Guest Middle School
    D. Edgar Guest Middle school

3. People in many countries go to church on Christmas to worship the __________ or __________.

    A. Almighty God
    B. almighty god
    C. almighty God
    D. almighty god

4. If you study ________________, you will meet the foreign language requirement.

    A. French or Spanish
    B. french or spanish
    C. French or spanish
    D. french or Spanish

5. We do not have to work on the ______________ or ______________.

    A. Fourth of July memorial day
    B. Fourth of July Memorial Day
    C. fourth of july memorial day
    D. fourth of July Memorial day

WRITING STANDARD I-31 – EVALUATION III

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: **Choose the answer which shows correct capitalization. Write the letter of the correct answer on your own paper.**

1. We bought our new dishwasher at ________________________ .

A. Superior Plumbing and Appliance stores, inc.
B. Superior Plumbing and Appliance Stores, Inc.
C. Superior plumbing and Appliance stores, Inc.
D. Superior plumbing and appliance stores, inc.

2. God is often referred to as the ______________ or the ______________ .

A. father Lord
B. Father lord
C. father lord
D. Father Lord

3. Many people in the world speak ________________________ .

A. japanese and chinese
B. Japanese and Chinese
C. Japanese and chinese
D. japanese and Chinese

4. The period from the end of classical civilization to the revival of learning in the West is referred to as the ________________ .

A. Dark Ages
B. dark ages
C. dark Ages
D. Dark ages

5. The speech given by the ________________ impressed ________________ .

A. secretary of state Private Brown
B. secretary of state private Brown
C. Secretary of state Private Brown
D. Secretary of State Private Brown

WRITING STANDARD I-31 – EVALUATION IV

CAPITALIZE PROPER ADJECTIVES AND PROPER NOUNS WHICH NAME LANGUAGES, INSTITUTIONS, COMPANIES, HISTORICAL PERIODS, OR A DEITY, IMPORTANT PERSONAL TITLES, AND HOLIDAYS.

DIRECTIONS: **Choose the answer which shows correct capitalization. Write the letter of the correct answer on your own paper.**

1. The Romans fashioned their ________________ after the ____________ of the Greeks.

   A. Gods Gods
   B. Gods gods
   C. gods gods
   D. gods Gods

2. The students at ________________ attended the Shrine Circus.

   A. Frances Noble Elementary school
   B. Frances Noble Elementary School
   C. Frances Noble elementary School
   D. Frances Noble elementary school

3. Many small children look forward to having their stockings filled on ________ and their baskets on ______________ .

   A. christmas Easter
   B. Christmas easter
   C. Christmas Easter
   D. christmas easter

4. Many people think the best crackers are made by ______________________ .

   A. imperial biscuit company
   B. Imperial Biscuit Company
   C. Imperial biscuit company
   D. Imperial Biscuit company

5. The ______________ is the earliest known period of human culture and is characterized by the use of stone tools.

   A. Stone Age
   B. stone age
   C. Stone age
   D. stone Age

EVALUATION ANSWER KEY

I-31 — Writing Standard

Evaluation I

1) d 2) a 3) c 4) d 5) b

Evaluation II

1) b 2) c 3) a 4) a 5) b

Evaluation III

1) b 2) d 3) b 4) a 5) d

Evaluation IV

1) c 2) b 3) c 4) b 5) a